



MISSISSIPPI STATE
UNIVERSITY™

HOUSING AND RESIDENCE LIFE

Summer Camps and Conferences Handbook

Camp Sponsors, Coaches, and Counselors Guidelines

Effective December 2017



WELCOME!

Thank you for considering Mississippi State University and the Department of Housing and Residence Life for your summer camp or conference! We currently provide housing accommodations for a variety of groups including youth, adult, athletic, and academic organizations. We are dedicated to providing top-notch customer and safety-oriented service. We hope you enjoy your stay!

This handbook is meant to guide camp/conference sponsors in order to make the camp/conference process run smoothly and efficiently. This guide is subject to change and will be updated as the Department of Housing and Residence Life sees fit. If you have any questions, concerns, or suggestions it is your responsibility as a camp/conference sponsor to notify the Conference Staff in a timely manner. As a sponsor, coach, or counselor you are expected to have read this handbook and ask any questions prior to arriving on campus.

If you have any questions, please feel free to contact us at 662-325-4140.

HAIL STATE!

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STAFF AND CONTACT INFORMATION

Mississippi State University Housing and Residence Life employs Summer Operations personnel that facilitates and coordinates the management of guest and conference housing for the university community and outside groups wishing to utilize on-campus housing facilities. The Guest and Conference Coordinator serves as a full-time employee and is available year-round to assist with summer camp/conference housing needs.

STAFFING STRUCTURE

Conference clients will serve as a liaison with the Guest and Conference Housing Coordinator during the scheduling and planning process, in discussing conference needs, for pre-conference preparations, and during the conference should special requests arise. The Guest and Conference Housing Coordinator is responsible for the overall supervision of summer conference planning, scheduling, staffing, budgeting, and programmatic oversight.

In addition to the Coordinator, there are Administrative Assistants, Operations Managers, and Conference Assistants that oversee daily operations within the residence halls used for summer camps and conferences.

Administrative Assistants – The AA is primarily charged with the effective management of the residential facilities, operations, and staff associated with Guest and Conference Housing. The AA reports to the Guest and Conference Housing Coordinator.

Operations Managers – The OM is primarily charged with the effective management of the residential facilities, operations, and staff associated with Guest and Conference Housing. The OM reports to the Guest and Conference Housing Coordinator.

Conference Assistants – The CA is the liaison that meets with the conference sponsor or coach before each camp/conference begins. They are responsible for getting keys and access cards to the sponsor/coach and complete paperwork in a timely manner. There is a CA on duty that provides a 24 hour customer service available to camps and conferences.

OFFICE LOCATION

The Guest and Conference Housing office is located in the Butler-Williams Building. The Butler-Williams Building is located between Hull Hall and the University Police Department at 45 Walker Road Mississippi State, MS 39762.

OFFICE MAILING ADDRESS, WEB, AND PHONE NUMBERS

Mississippi State University
Conference Housing - Housing and Residence Life
Mail Stop/PO Box 9502
Mississippi State, MS 39762
Phone: 662-325-4140
Web: <http://housing.msstate.edu/>

CONFERENCE HOUSING CONTACT INFORMATION

Dayla Rath, Guest and Conference Housing Coordinator
Phone: 662-325-4140
Email: conference@saffairs.msstate.edu

DEFINITIONS

Group

Any recognized camp or conference meeting the University guidelines for facilities use that is responsible for matters of timely payment of charges associated with the use of University facilities.

Client

For Group contracts, the Client is the designee of the group who is present during the time of the conference and who has authority to act for the Group.

Sponsors

The designated Mississippi State University department or representative that may sponsor a Group.

Participants

Person attending a camp or conference.

Youth

Person under eighteen (18) years of age.

Counselor/Chaperone

Person over eighteen (18) years of age who has been given the responsibility for overseeing participants residing in the residence halls.

Supervisors/Staff

Any person in connection with the camp that is not a counselor or chaperone.

Outside MSU Groups

Any group not directly affiliated with Mississippi State University.

Traditional Halls

Each floor has rooms with the floor sharing a single gender bathroom with showers, toilets, and sinks.

Premium Halls

Each floor is divided into gender specified wings. Each wing has rooms that each have their own bathroom including a shower, sink, and toilet.

CONFERENCE CLIENT TIMELINE

BEGINNING FEBRUARY

_____ Receive Camps and Conferences email notification that Camps and Conferences Reservation Request is live on the Housing website. You will also receive a copy of the Conference Handbook.

_____ Send in completed Reservation Request

*A completed form must be submitted for EACH camp/conference. The form must include camp/conference name, dates, contact person information, number of participants (by gender breakdown), number of single rooms/double rooms, building preference, billing information, and any special needs requests.

MARCH

_____ Receive contract with building assignment(s).

APRIL

_____ Deadline to return completed Reservation Request is April 15 (or the last business day before April 15).

_____ Deadline to return signed contract is the last business day in April. Please send back white copy and keep yellow copy for your records.

ONE MONTH BEFORE YOUR CAMP/CONFERENCE

_____ Update Guest and Conference Coordinator on any changes that may have altered after you completed the Reservation Request and returned signed contract.

7 BUSINESS DAYS PRIOR TO YOUR CAMP/CONFERENCE

_____ CA will contact Sponsor to set up a meeting to discuss number of participants, check-in/check-out procedures, and sign over keys and access cards.

_____ Confirm final room count with the Guest and Conference Coordinator.

5 BUSINESS DAYS PRIOR TO YOUR CAMP/CONFERENCE

_____ Submit your room assignment list to the Guest and Conference Housing Coordinate via email at conferences@msstate.edu.

THE FIRST DAY OF YOUR CAMP/CONFERENCE

_____ Submit finalized room assignment to CA by 5PM (or within the hour after your check-in if it is after 5PM)

_____ Submit emergency contact information. The Sponsor will receive an email with an emergency contact information template that must be uploaded to our online form prior to check-in (or within the hour after your on-site registration check-in). We also must be able to contact the sponsor or coach in the event of an emergency.

THROUGHOUT YOUR CAMP/CONFERENCE

- _____ Notify the CA of any maintenance or housekeeping problems to ensure timely service.
- _____ Notify the CA immediately of any lost keys and/or access cards.

WITHIN 24-HOURS AFTER YOUR CAMP/CONFERENCE

- _____ Check-out with the CA and return keys and/or access cards
- _____ Walk through rooms with CA (if necessary) for room checks to review for damages
- _____ Complete paperwork with the CA

*Paperwork includes:

Room Usage – It is your responsibility to provide the correct information to the CA, review the amount of rooms per day, and sign the form. When you sign the form, you have agreed that the information is correct.

Damages – The CA will report any damages on the Damages Form. You will review the information and sign the form. When you sign the form, you have agreed that the information is correct.

Key Inventory – You will count the keys and/or access cards with the CA. If any are missing, the information will be filled out on this form. When you sign the form, you have agreed that the information is correct.

GUEST AND CONFERENCE HOUSING POLICIES AND GUIDELINES

In order to ensure the safety and enjoyment of conference guests, groups staying in conference housing must follow housing policies. This will promote a more pleasant stay for our guests.

Housing Policies

1. Alcohol is not allowed in MSU campus residence halls; under any circumstance.
2. Visitation hours are from 10:00AM-10:00PM. There should be no guests in the building from 10:00PM-10:00AM.
3. Doors accessing residence halls are monitored by card readers. These doors should not be propped open at any time, as an alarm will sound.
4. There should be no destruction or removal of any residence hall property.
5. Residence hall furniture must stay where it is found and cannot be moved into another room. If lobby furniture is moved, it must be returned to its original position immediately after use or guest will be charged, at minimum, \$10 per item.
6. It is **illegal** to have **firearms** on the MSU campus.
7. All guests are asked to observe the 24-hour courtesy hours regarding noise. This means that there should be no noise that can be heard more than two doors away at any time.
8. Additionally, guests are asked to observe **quiet hours from 10:00PM-10:00AM**. This means that there should be no noise that can be heard more than two doors away at any time.
9. Any guest creating a disturbance in the lobby will be given a warning. If there is another disturbance, the guest will be asked to leave the lobby.
10. To ensure the privacy of our guests, guests are asked not to wander onto floors other than their own.
11. Any guest tampering with any safety equipment (fire alarms, smoke detectors, card readers, doors, etc.) will be **prosecuted to the fullest extent of the law and sent home**.
12. In the event that a fire alarm sounds, guest should evacuate the building to the designated location.
13. We will charge the camp for damages incurred while staying here. Charges can include, but are not limited to, rooms left messy, refrigerators not cleaned out, and keys and access cards not returned.
14. Guests may post items, only with blue painter's tape, in the individual rooms and on the room doors, but not in the hallways, on the bulletin boards, or on the exterior doors.
15. Must remove items posted in the individual rooms and doors before the end of the camp/conference.
16. Smoking is prohibited on campus, this includes residence halls and all university property.
17. Pets are not allowed in the residence halls.

Sponsor Responsibilities

1. Sponsor must meet with a Conference Assistant upon check-in to review housing policies.
2. Groups must not be left unattended in the halls.
3. Sponsor is responsible for enforcing housing policies.
4. Sponsor should report any issues to the Conference Assistant on Duty immediately.
5. Sponsor must turn in a list of room assignments to the Conference Assistant by the end of the day of check-in.
6. The Sponsor will receive an email with an emergency contact information template that must be uploaded to our online form prior to check-in. We also must be able to contact the sponsor or coach in the event of an emergency.
7. Sponsor should inform the Conference Assistant of any special needs of the group prior to check-in.

8. Sponsors are responsible for keys and access cards after the key/card transfer meeting with their conference assistant.
9. Sponsors are responsible for accurately updating the Guest and Conference Housing Coordinator of changes or adjustments to the roster, room list, etc. via email to conference@saffairs.msstate.edu prior to check-in.
10. All sponsors are expected to read and sign paperwork. If someone is to serve in a sponsor's place for any reason they must complete the applicable section of the Sponsor Responsibility Form.

TERMS AND CONDITIONS OF OCCUPANCY

I. INTRODUCTION

The purpose of this document is to establish the number of conference/summer camp participants who will live in University Housing, the dates of the conference/summer camp, guidelines for participants, applicable policies, and the cost of housing.

II. ELIGIBILITY

If your conference/camp is not underwritten by an MSU organization or department, a deposit of 50% of the estimated bill is required before or at check-in.

III. COST

For conference/camps, the cost per night is as follows:

<i>Premium Halls</i>	Single Rate	\$41.00/night
	Double Rate	\$56.00/night (\$28.00/person)
<i>Traditional Halls</i>	Single Rate	\$24.00/night
	Double Rate	\$36.00/night (\$18.00/person)

IV. SUPERVISION

All camps/conferences involving participants under the age of 18 must comply with MSU's OP 01.29 Minor Protection Policy and Implementing Procedures, including but not limited to complying with background check and training requirements and providing adequate counselors/chaperones for the participants. These counselors/chaperones may not leave their youth in residence halls unchaperoned. At least one chaperone **MUST** be in every hall where the participants are housed. All groups with youth must have a minimum ratio of one (1) adult counselor/chaperone to every eight (8) participants housed. The counselors/chaperones will act as a liaison between the housing staff and the youth in the event of problems with discipline, noise or destructive behavior. The counselors/chaperones are also expected to enforce residence hall rules. The Department of Housing and Residence Life ("Department") reserves the right to require the conference/camp to immediately send home any group or individual(s) who abuse the facilities or university/housing rules and regulations. If necessary, MSU Police will be retained to enforce rules and regulations at the expense of the conference/camp. The Department will criminally prosecute to the fullest extent of the law any individual or group damaging or tampering with fire/safety/security equipment. This kind of behavior may result in the cancellation of the conference/camp's use of MSU Housing facilities in the future. For camps/conferences not sponsored by MSU, the attached Protection of Minors Addendum must also be signed.

V. DAMAGES

The conference/camp will be responsible for the accommodations assigned and shall reimburse the Housing Department for all damages within or to said accommodations. Charges for damages and/or necessary cleaning will be assessed to the conference/camp. Sponsors have an opportunity to walk through their reserved buildings with a summer HRL staff member prior to and following their conference/camp. This opportunity can be declined at the sponsor's request.

VI. KEYS/ACCESS CARDS

The conference/camp is responsible for keys and access cards issued to conference/camp participants. A fee will be assessed for every key and every access card not returned within three (3) business days of the conference/camp's end date. Keys must be returned to the Conference Housing Staff in person at the Butler Guest House. These charges will be the responsibility of the conference/camp. If a metal key is lost, the current standard replacement rate will apply. If an access card is lost, a \$15 replacement fee will apply.

VII. UNIVERSITY LIABILITY

The University, University or Department employees/agents, and the Board of Directors of Mississippi Institutions of Higher Learning are not liable for any loss, damage or injury to conference/camp participant's person or real or personal property. Conference/camp sponsor and participants assume risk of injury or loss associated with the use of University Housing.

VIII. BEHAVIOR OF PARTICIPANTS

All participants/campers are expected to abide by University Housing policies and state law. Conference/camp participants involved in unnecessary disruption, possession of alcoholic beverages or controlled substances, destruction of property, or who are otherwise in violation of any Department or camp/conference policy will be immediately ejected from housing with no refund.

IX. UNAVAILABILITY OF ACCOMMODATIONS

In the event that the accommodations assigned to the conference/camp are destroyed or otherwise made unavailable and the University does not furnish other accommodations, the contract shall be terminated. All rights and liabilities of the parties hereto shall cease and advance payments previously made by the conference/camp shall be refunded on a prorated basis for the period during which accommodations were not available to the conference/camp.

X. PAYMENTS OF CHARGES

A bill for housing charges will be mailed to the conference/camp sponsor after the conference/camp checks out. Payment for charges is due within 45 days upon receipt of the bill. Personal checks, cash, or credit cards from individual participants is not permitted. Payments may be made by departmental transfer, by group check, or credit card (major credit cards are accepted). Invoices that are 45 days past due are subject to upfront payment in the following camp season. Non – MSU must pay 50% upon check in at The Butler Guest House.

XI. GUARANTEE PAYMENT

The conference/camp underwriter agrees to guarantee payment of any and charges owed by conference/camp.

XII. CANCELLATION OF CAMP/CONFERENCE

All cancellations must be submitted by e-mail to conference@saffairs.msstate.edu.

- Cancellations must be submitted by e-mail to conference@saffairs.msstate.edu.
- Cancellations received more than 30 days prior to the scheduled camp/conference check-in date, as listed on the reservation form, will not incur a cancellation penalty.
- Cancellations received between 29-8 days prior to the scheduled camp/conference check-in date, as listed on the reservation form, will incur a cancellation penalty equal to 20% of the total estimated charges as calculated from the reservation form.
- Cancellations received less than or equal to seven (7) business days prior to the scheduled camp/conference check-in date, as listed on the reservation form, will incur a cancellation penalty equal to 40% of the total estimated charges as calculated from the reservation form.
- If there is a cancellation in your camp roster during your stay, the camp will be responsible for the entire intended stay of that individual.
- If the camp/conference numbers alter between the signing of the contract and the arrival date, camp sponsor must notify the Guest and Conference Housing Coordinator via conference@saffairs.msstate.edu seven (7) business days prior to the arrival date to adjust the camp/conference's expected number of participants without penalty, this does not include the day of your camp's arrival on campus.

GENERAL PROCEDURES

AMENDED COUNT

At times the size of your group is smaller or larger than first planned and you may be concerned about billing or the availability of accommodations. The Amended Count Form allows the sponsor to change the number of participants originally submitted or submitted on your contract. The Amended Count Form can amend the camp/conference numbers to higher or lower than the number specified originally on your contract. However, any time you wish to change your numbers you must fill out a new Amended Count Form to ensure correct billing.

Amended Count Forms must be submitted to the Guest and Conference Housing Coordinator via email or mail no fewer than seven (7) business days prior to the camp/conference arrival on campus. Your Amended Count Form must be approved by the Guest and Conference Housing Coordinator. Camps/Conferences will be billed for either the Amended Count number provided on the last submitted and approved Amended Count Form for the camp/conference or the actual head count housed, whichever is greater.

If no Amended Count Form is submitted or approved prior to the seventh business day before the camp/conference is scheduled to arrive, the original number of spaces requested or the number listed on your contract will be used as the minimum amount of spaces that the camp/conference is responsible.

Mississippi State University Housing and Residence Life agrees to provide housing accommodations for the pre-conference paperwork count, unless a guaranteed count form has been received and approved by the Guest and Conference Housing Coordinator. If the camp/conference requires more rooms on the day of the camp/conference, Mississippi State Guest and Conference Housing will try to provide additional spaces as space permits.

ANIMALS/PETS

There is a “No Pet” policy in effect for University buildings.

Note: This policy does not apply to persons with a disability which require the use of a service animal. The Client **MUST** indicate this on the application and notify the University Housing staff as soon as possible if any participants require the use of service animals.

ASSIGNMENTS AND ROSTERS

Before the camp/conference arrival, the Conference Assistant will work with you to assign your participants to their individual rooms. The participant assignment process is the most important task when planning for a camp/conference arrival. Done correctly and on time, this process will alleviate stress throughout your stay and in the case of any emergencies.

Provide Guest and Conference Housing staff with number of rooms needed and the conference group assigns room numbers prior to check-in. Sponsor must provide room assignments no later than five (5) business days before earliest arrival of your group.

Rosters cannot be released to a group. Groups are encouraged to keep their own records of participant assignments.

Modifications to the rosters will not be made after room finalization, except in the event of an emergency.

Rosters are used for billing and emergency purposes and for these reasons it is imperative that we have accurate assignments and rosters throughout your stay.

ATHLETIC ACTIVITY

Participants must refrain from athletic activity in our residence halls.

Athletic activity includes, but not limited to, the following:

- Cleated shoes **MUST NOT** be worn in residence halls.
- Bikes, scooters, and hover boards **ARE NOT** allowed in residence halls.
- Cheers/stunts **ARE NOT** allowed in residence halls.
- Ball bouncing/throwing/kicking **IS NOT** allowed in the residence halls.
- **No practicing whatsoever in any building.**

No water fights, food fights, or undue disturbances allowed in the residence halls. ***There is absolutely no practicing permitted in any residence halls. To prevent structural damage to the building and/or injuries from occurring, participants and/or counselors/chaperones may not cheer, dribble, practice, dance, etc. in the buildings.***

CUSTODIAL SERVICES

Conference Housing agrees to have the number of bed spaces finalized on the contract ready for the incoming conference/camp. Rooms are cleaned (unless time does not permit due to the check-in and check-out of camps on the same day) and furnished with bed(s), chest of drawers, desk, and desk chair(s). Community bathrooms are cleaned daily and common spaces (hallways, lounges, etc.) are cleaned on a regular basis. Cleaning of individual rooms during a camp is not provided. Custodial Services will provide trash removal from designated areas in each hall. It is recommended that you provide trash bags for each room to assist with clean up.

In the event where a camp is checking out in the morning and another camp is checking in that afternoon, there is NO guarantee that rooms will be cleaned. We suggest that you allow at least one full day (traditional halls) and at least two full days (premium halls) between your camps for cleaning purposes. In such cases where this is not feasible, attendees will be required to vacate their rooms by 8:00AM and take their belongings with them.

DECORATIONS

Candles, rope lights, tubular lights, Christmas or Holiday lights, and other fire hazards may not be used. No extension cords are allowed.

Due to fire hazards, fresh cut trees or tree foliage are not allowed in residence halls.

Avoid using adhesive materials that may damage finishes. Room numbers and door peepholes must never be covered.

Glitter is not permitted in the residence halls.

DESKS

There are several desks that are staffed at certain times depending on the zone and occupancy. The desk schedule depends on most populated building within the zone.

<i>North Zone</i> – Hurst, and Nunnelee Halls	5PM – 9PM
<i>West Zone</i> – Deavenport, Dogwood, and Hull Halls	5PM – 10PM
<i>East Zone</i> – McKee, Sessums, and Herbert Halls	5PM – 9PM
<i>South Zone</i> – Moseley, Rice, Cresswell, and Hathorn Halls	5PM – 9PM
<i>Orientation</i> – Magnolia and Oak Halls	24-hour desk

If there is an issue in your building that needs immediate attention, please call the CA on duty. The duty numbers are different per zone, so please refer to the signs on entrance doors and bulletin boards.

EMERGENCY INFORMATION

- During the course of your stay, there is a possibility that you may encounter an emergency situation. Effective communication and knowledge of who to contact are extremely important in these circumstances.
- Medical emergencies are to be handled through the University Police Department, 662-325-2121 or 911.
- If at any time you hear a fire alarm, everyone **MUST** evacuate the building. Close and lock the bedroom door behind you, proceed to the nearest safe stairwell, and exit the building.

- In case of severe weather, please go to the lowest floor of your building and stay away from windows.
- In the event of an emergency, your primary responsibility is to account for everyone in your group.

EMERGENCY MAINTENANCE

Emergency maintenance issues between 7:30AM and 4:00PM Monday – Friday should be called in to the Conference Assistant on duty or the main office at 662-325-4140. Emergency maintenance issues occurring between 4:00PM and 7:30AM Monday – Friday or any time on Saturday or Sunday should be called to the Conference Assistant on duty. These numbers will be provided to the Client at, or prior to, check-in. They are also posted on every exterior door of the building and on the bulletin boards located inside the building.

Below is a list of what typically constitutes an emergency:

<p><u>Emergencies are defined as follows:</u></p> <p>Electrical Power Outage Sparking or smoking outlet or fixtures No lighting in stairwell or bathroom</p> <p>Plumbing No water No hot water Major leaks, flooding Continuously over-running shower or toilet Leaking sprinkler</p> <p>Heat and Air Conditioning A/C unit frozen or leaking/flooding Entire building or wing without A/C</p> <p>Fire Safety Involving structures or furniture requiring immediate attention Buzzing smoke detector Extended malfunctions of fire system Trouble alarms that cannot be reset</p> <p>Locks and Doors Inability to lock room or building door Inability to open room or building door Building entrance is not secure due to broken door Malfunctioning ID access system</p> <p>Windows and Glass Doors Shattered or missing glass on door or window</p>	<p><u>Non-Emergencies are defined as follows:</u></p> <p>Electrical Light out in guest’s rooms Single light out in hallway, stairwell or bathroom</p> <p>Plumbing Dripping faucet or showerhead Slow drain Slow filling or flushing toilet</p> <p>Heat and Air Conditioning Partial heat Single room A/C is out</p> <p>Fire Safety Burnt popcorn, cigarette or cigar smoke induced alarms If in doubt, call!!!</p> <p>Locks and Doors Door is hard to close Lock sticks but is still operable</p> <p>Windows and Glass Doors Cracked glass</p>
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FIRE SAFETY

Fire safety and prevention is of paramount importance in a residence hall living environment. No open flames (candles, incense, etc.) or flammable liquids are permitted in the halls. Do not hang anything from the smoke detectors or sprinkler heads. In the event of a fire alarm, participants **MUST** evacuate the building immediately. Interference with or non-adherence to emergency evacuation procedures is prohibited. Starting a fire, pulling a fire alarm without cause, tampering with smoke detectors or sprinkler systems, falsely reporting a fire emergency, and the unauthorized use or damage done to any emergency or safety equipment, are prohibited. Any participant and/or counselor found in violation will be asked to leave campus.

Items must not be left in hallways, as it is a fire hazard. Anything left in hallways is subject to being removed by staff and/or discarded.

FIREWORKS, FIREARMS, AND WEAPONS

The possession of firearms, weapons, and fireworks, and their use on campus, is illegal. Any person igniting fireworks in a residence area will be asked to leave the campus and proper authorities notified. Because it is a violation of state law to possess or store any weapons on campus, participants must arrange to keep weapons off campus.

Plastic, water, nerf, and toy weapons are also prohibited and, therefore, not allowed in the residence halls.

ILLEGAL DRUGS

The possession, delivery, sale, or manufacture of any illegal drug is strictly prohibited. Possession of paraphernalia for intended or implied use of controlled substances or paraphernalia possessing illegal drug residue are prohibited. Participants and/or counselors found in violation will be asked to leave campus and the proper authorities will be notified of the incident.

KEY/ACCESS CARD POLICY

1. All entrance doors in the residence halls are to remain locked at all times unless otherwise scheduled. It is important that entrance to buildings are accessed only by *authorized participants and/or counselors* with their own key/access card. Lending a key/access card to another individual to allow him/her to gain entry creates a breach of security and is a violation of entry procedures. Participants are restricted from entering halls other than the one they are housed in, unless given permission by camp counselors and/or Camps and Conference Staff.
2. Camp sponsors have the option to only allow camp counselors/chaperones to exterior door and hallway access or can allow guests to have exterior and hallway access. However, guests must have an access card or hard key to his or her individual room. Camp sponsors/counselors/chaperones are prohibited to hold on to their camper's room access card or hard key.
3. A \$140 charge is imposed for every lost key and \$15 for every lost access card. Lost keys/access cards will be billed on the final invoice. Only keys and cards returned to the Guest and Conference Housing Coordinator at the Butler Williams Building within three (3) business days after the conference/camp check-out will be given credit. Final invoices will be sent out as soon as possible at the end of each camp.

LINENS

The Department of Housing and Residence Life does not provide linens to camps and conferences.

LOSS AND DAMAGES

1. The University is not responsible for any property of the Client, or the participants which is lost, stolen, damaged, or destroyed, including periods when the Client is not in occupancy.
2. Damages caused by participants will be charged to the Client on the final invoice. In addition, the Client will be charged for any alterations, changes, remodeling, or painting of the premises or equipment. Clients are encouraged to participate in pre- and post-inspection of rooms used by their group. Contact the Conference Assistant assigned to your group for walkthroughs.
3. The Client assumes full responsibility for payment of charges and for the acts of their participants using University facilities and agrees to reimburse the University for any damages to facilities occurring during the duration of their conference.
4. If room configurations have been altered to accommodate the Group (beds moved, bunk beds disassembled), rooms **MUST** be returned to their original configuration by check-out time unless specific written approval is given by the Guest and Conference Housing Coordinator. Furniture from common areas and rooms **MUST** remain in their original locations.

MAIL, PACKAGES, DELIVERIES

The Department of Housing and Residence Life is not responsible for any items left at the front desk. Front desks do not receive Federal Express, UPS, or other express packages during the summer. Flowers, balloons, and other perishable items may be left at the front desk/ however, it is not the responsibility of the desk staff or any other Conference Housing staff to contact the recipient.

MAINTENANCE SERVICES

Housing and Residence Life agrees to provide reasonable air conditioning, heat (where applicable), water, and electricity during the contracted period. Interruptions of any of these services on a temporary basis for reasons of maintenance, repair, etc. is not considered a breach of the contract. If an interruption does occur, the University agrees to restore the affected service within a reasonable time.

MEETING SPACES AND COMMON AREAS

Where available, groups have priority on the common spaces in the buildings in which they are residing. Camps/Conferences are responsible for acquiring audio/visual needs as well as additional chairs or tables (if more are required than what is already provided in the space).

Any lockable meeting or common space can be reserved for a rate of \$30 per night. A reservation must be made prior to camp/conference check-in and is subject to approval by the Guest and Conference Housing Coordinator. Reserved meeting or common spaces must be vacated at the close of the camp/conference and left in acceptable condition (i.e., trash and personal items removed and furniture back in original position, any additional furniture removed).

NOISE

Quiet hours are to be adhered to in halls between 10PM and 10AM.

OVERNIGHT GUESTS

Overnight guests are prohibited in halls where there are camp or workshop participants.

PARKING

There is no additional charge for parking on campus while attending a camp or conference. You may park in any residence hall parking lot during your stay. You are not allowed to park in Staff or Service Parking spots.

REFRIGERATORS/MICROWAVES

All rooms feature combination microwaves and refrigerators or free-standing refrigerators and microwaves. These are checked for cleanliness after each camp, and a cleaning fee will be assessed for any refrigerator, microwave, or refrigerator that requires cleaning. These appliances may not be removed from the rooms for any reason.

RIGHT OF ENTRY

Authorized agents and representatives of the University shall have the right to enter campus housing space for the purpose of inspection and maintenance, maintenance of order, safety, and to remove electrical equipment not in conformance with regulations. Maintenance and Custodial staff should be wearing a uniform and have a photo I.D. viewable at all times. If one is not visible, you may ask to see to confirm that they are University staff members.

ROOM, FLOOR, AND HALL ASSIGNMENTS

1. Room, floor, and hall assignments will be determined by the Guest and Conference Housing Coordinator on the basis of 1) application date (first come, first serve basis), 2) availability of space, 3) number of participants, 4) gender ratio, 5) type of group, 6) security, 7) custodian and maintenance servicing, 8) maximum utilization of spaces, and 9) any existing University regulations requiring separation of sexes.
2. The Guest and Conference Housing Coordinator agrees to notify the Client of specific accommodation assignments as soon as possible. Until the contract is signed and returned and the deposit is paid (if applicable), then the assignments will be tentative.
3. The Guest and Conference Housing Coordinator will submit room assignment sheets to the Client for each camp. These sheets are to be filled out completely and returned no later than five (5) business days prior to check-in unless other arrangements have been made.
4. No discriminatory assignment practices on the basis of sex, age, disability, race, color, creed, religion, or ethnic origin will knowingly be applied by Housing and Residence Life.
5. Quad suites will not be available during the summer months.

ROSTER MODIFICATIONS

1. The Department of Housing and Residence Life reserves the right to modify room, floor, and/or hall assignments, to deny room or room change requests, and to limit or deny accommodations when granting space would interfere or obstruct long-range Housing and Residence Life plans.

2. After room finalization, there will be **NO** change in assignments made by the Guest and Conference Housing Coordinator except in the event of an emergency. If there is a cancellation in your camp roster during your stay, the camp will be responsible for the entire intended stay of that individual.

SAFETY INFORMATION

Mississippi State University Police Department provides police patrol on and around campus 24 hours a day. A Conference Assistant is assigned to each building that houses camps and conferences. One Conference Assistant is on-call each night of the week for each zone on campus.

The Conference Assistant's primary duties are:

- Serve as a resource for camps and guests during their stay
- Report emergency maintenance and custodial concerns to authorities
- Discourage vandalism and keep reasonable order in common areas
- Conducts rounds in buildings where camps/conferences are staying throughout the night
- Call for University Police, if necessary

SMOKING

Effective August 1, 2016, Mississippi State University became a smoke-free campus.

The use of any combustible or vapor products will be prohibited anywhere on campus property including university buildings, university grounds, university vehicles, parking areas and sidewalks. The full text of the policy, including relevant definitions is available at the Mississippi State University Policies and Procedures website. Reference Student Affairs OP 91.301: Smoking and Tobacco Use on Mississippi State University property.

TELEPHONE/INTERNET SERVICES

1. The Department of Housing and Residence Life does not provide telephone services for camps and conferences.
2. Wireless internet is available for camps and conferences. The participants can connect to 'msuguest' and use the weekly password provided on the bulletin boards located throughout our residence halls.

TRANSIT SYSTEM

Subject to change by semester. Information can be found on the S.M.A.R.T website: <https://www.smart.msstate.edu/>.

Starkville Routes:

Old Main Express	Monday – Saturday, 7AM – 8PM
Highway 12	Monday – Saturday, 7AM – 8PM
Boardtown North	Monday – Saturday, 7AM – 8PM
Boardtown South	Monday – Saturday, 7AM – 8PM
GTR Airport Express	Monday – Saturday, Special Hours

Campus Routes:

Central Loop	Monday – Friday, 7AM – 6PM
South Loop	Monday – Friday, 7AM – 6PM
Greek Loop	Monday – Friday, 7AM – 6PM
Research Loop	Monday – Friday, 7AM – 6PM
Sportsplex	Monday – Friday, 7AM – 6PM

VENDING AND LAUNDRY MACHINES

Vending and Laundry machines are available in buildings for use. Vending machines should never be blocked from use. Report vending and laundry machine problems to the Conference Assistant on duty.

Costs for laundry machines:

- \$1.50 per cycle to wash
- \$1.50 per cycle to dry

WINDOWS AND LEDGES

Screens must not be removed from windows and security alarms must not be tampered with at any time. Participants must not sit in open windows or lean on balcony railings at any time.

WHAT TO BRING

Below is a list of suggested items to bring to Mississippi State for a camp or a conference. If you have questions about an item, please contact Guest and Conference Housing.

- Linens (Twin XL sheets, Towels, Pillows, etc.)
- Trashbags
- Toiletries
- Phone Chargers
- Power Strips (NO EXTENSION CORDS)
- Items to remind you of home
- Prescriptions and other necessities
- Snacks for your room

BILLING AND FEES

ASSIGNMENT DEFINITIONS

The fee charged for each registrant for conference services will be based on the type of space and the number of nights the space was occupied unless the fee is otherwise determined by the Department of Housing and Residence Life. A double room is designated as a room with two persons, generally with two twin XL beds. A single room is designated as a room with one person, generally with two XL twin beds. *Most of our rooms on campus are doubles, so a single may still have two beds but if only one person is in the room then it would be a single rate.*

EXTENSION OF STAY

Check-in/check-out arrangements for conference participants who stay additional nights, either prior to or beyond the group check-in/check-out, must be fully coordinated with the Guest and Conference Housing Coordinator. Registrants who request to stay additional nights will be billed

at the same conference rate per night. Clients will be billed for any groups checking in early or departing later than the scheduled dates.

DAMAGES

Camp/Conference is responsible for all charges.

PAYMENT

The conference/camp underwriter agrees to guarantee payment of any and charges owed by conference/camp. All non-MSU conferences/camps agree to provide 50% of the expected total bill at the time of arrival. If conference/camp does not provide this payment upon arrival, University Housing may deny the use of facilities until such payment is received. A bill for outstanding housing charges will be mailed to the conference/camp sponsor after the conference/camp checks out. Payment for charges is due immediately upon receipt of the bill.

PAYMENT OPTIONS

If your conference/camp is an MSU organization or department, you must provide your banner (FOPAL) or payment option (credit card or check) prior to your conference/camp checking in.

If your conference/camp is not an MSU organization or department, you may pay by check or credit card.

Cash or personal checks/credit cards are not accepted.