

SUMMER CONFERENCE GROUPS RESIDENCE POLICIES

- 1. GENERAL:** Conference guests are expected to comply with all federal, state, and city laws and ordinances which may now or hereafter be enacted during the period of their stay in residence. Conference guests are also expected to comply with rules and regulations relating to University Housing as set forth in the Housing and Residence Life Handbook or other official publications. The sponsoring organization of the conference/camp is responsible for distributing and explaining all University and/or Residence Policies to all participants, parents, etc. and assuring they are observed during the conference/ camp. University Housing reserves the right to remove disruptive guests from University residence halls.
- 2. CAMPUS SAFETY:** We, at Northern Kentucky University in Highland Heights, Kentucky do have and accept the obligation to provide personnel, equipment, and procedures to promote safety on campus. We believe that an effective and successful approach to campus safety includes prevention, education, and the ability to respond. All members of the community are encouraged to take an active role in maintaining a safe environment (keep doors locked at all times, traveling in groups from location to location, etc). The sponsoring organization must report any type of violent crime, threats of violence, fires, or threats of fires to the university police.
- 3. NOISE:** NKU is located in the Highland Heights area, and all laws and ordinances of the city are applicable to residents. As a general rule, the playing of any radio, stereo, or musical instrument in such volume, particularly during the hours between 11:00pm and 7:00am, as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, is prohibited. Conference guests experiencing problems with loud stereos, etc., should first contact the individuals responsible for creating the disturbance, and if no satisfaction is received, the conference coordinator. Conference guests will at all times be responsible for the conduct of their visitors.
- 4. FIREWORKS, FIREARMS, AND WEAPONS:** The possession of firearms, weapons, and fireworks, and their use on campus, is illegal. Any conference guests igniting fireworks in a residence area will be asked to leave the campus. Since it is a violation of state law to possess or store any weapons on campus, conference guest must arrange to keep any weapons off campus.
- 5. DO NOT BRING:** Items that should not be brought to residence halls include but are not limited to: any high wattage electrical appliances such as space heaters, heat lamps, any open coil electrical devices, or musical instrument amplifiers. Conference guests should not bring any candles, incense/aromatic herb burners, and device using halogen bulbs, toasters, hot plates or tanning lamps. Guests are not permitted to bring or construct lofts.
- 6. PET POLICY:** There is a No Pet policy in effect for the University. Conference guests with pets of any kind will be asked to board them in appropriate kennel facilities or be asked to seek lodging elsewhere. If found with a pet in the residence, the violation fee is \$50.00 per day until the pet is removed. The conference guest will be assessed an additional cleaning/flea eradication fee if applicable.

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- 7. REMOVAL FROM UNIVERSITY HOUSING:** Each group is responsible for the behavior of the participants of that group. Conference guests who become involved in disruptive behavior which endangers the life, health, and safety of self and others, and/or causes damage to University property, will lose the right to reside in campus residential facilities. Any guests asked to leave will be billed the full numbers of nights and charged for any violation, damages, etc. All charges will be the responsibility of the sponsoring organization.
- 8. UNIVERSITY FURNITURE** (within residence hall rooms included) should not be moved. Doing so will result in a fee charged to the sponsoring organization, and/or the removal of individuals or the entire group from the campus.
- 9. ALCOHOLIC BEVERAGES:** NKU is an alcohol free campus. We expect guests to comply with this policy.
- 10. SMOKING:** The Northern Kentucky University Highland Heights campus shall be designated as non-smoking within all buildings and highly populated pedestrian areas and public thoroughfares. Further, the campus shall be designated as non-smoking within a thirty-foot (30) perimeter of all campus facilities, unless otherwise stipulated as a smoking area. “No smoking” and “Smoking permitted” signs shall be posted in the appropriate areas. If no signage is readily visible, the area shall be assumed to be a non-smoking area.
- 11. ABANDONED PERSONAL PROPERTY:** Personal property left on the premises by a conference guest will be tagged indicating where the property was found and then turned over to Lost and Found Services. They will hold lost or abandoned property for a certain period of time during which its owner may claim it. If the property is not claimed after a reasonable length of time, the property will be put to various charitable and educational uses. Where items of considerable intrinsic value are found, the Public Safety Department will report the property to the Highland Heights Police Department for disposition. All personal property placed in the premises shall be at the risk of the resident or owner of the personal property, and the University will not be responsible for loss or damage to such personal property from any cause.
- 12. DECORATIONS:** If hanging a poster be sure to use the white plastic tack. Do not use the blue or yellow gooey tack, there will be a fee assessed to remove. The use of screws, nails, or bolts is not allowed. Any activity that results in the damage of University property or facilities will result in a fee to cover the repair or replacement.
- 13. USE OF PREMISES:** Assignment and lease of premises in University Housing does not include the right to use such premises for any business or professional purposes, for storage of commodities for sale, or any purpose other than personal residence, unless approved in writing by the Director of University Housing. The dwelling unit shall be used solely as a residence. Conference guests are not permitted to carry on any organized business for remunerative purposes from the residence, or inscribe or affix any sign, notice or advertisement on any part of the inside or outside of the building or premises.
- 14. WINDOW LEDGES AND SAFETY:** All of our residential facilities are air-conditioned; therefore, windows should remain closed at all times. Conference guests caught throwing

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anything from a window or balcony, or having any part of their body beyond the plane of the windowsill, will be removed from University housing.

15. **DAMAGES:** Accurate records of room and hall conditions are constantly maintained and updated by the University Housing department staff, and damages, except for normal wear and tear, will become the responsibility of the individual responsible or the sponsoring organization. In every case, these charges will be specifically itemized and documented.
16. **RIGHT OF ENTRY:** Duly authorized agents and representatives of the University shall have the right to enter housing space for the purpose of inspection and maintenance, maintenance of order, safety, and to remove electrical equipment not in conformance with the hall regulations, or any contraband items. The University is not liable for loss of or damage to personal property, including damages caused by employees in the performance of their duties.
17. **SOLICITORS:** No individual or group, or affiliate, are permitted to make door-to-door solicitations in the residence halls (including apartments and suite-type facilities). This includes activities such as selling, fund raising, and campaigning.
18. **ADDITIONAL GUESTS:** Spouses, Children, and friends of Conference Guests are not permitted to reside in the Residence Halls. (The only exception is when two spouses are both attending a conference, and each paying for the unit.) Babysitting is not permitted in the Residence Halls.
19. **FIRE SAFETY:** Sprinkler systems, smoke detectors, and fire alarms are provided in the residence halls as specified by fire safety codes. Since the equipment is for safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly.

Because intentionally causing a fire or fire hazard and unauthorized alteration, misuse or abuse of fire equipment endangers the entire community, residents who abuse these items may not only face disciplinary sanctions, but may also be subject to arrest. Abuse of fire fighting equipment includes, but is not limited to, damage to smoke detectors, damage to exit signs, propping open fire doors, and damage to fire hose pipes. Failure to evacuate during a fire alarm is a violation of University policy.

Any activity or the use of any object that causes an open flame or is considered by the University staff to be a safety hazard (which includes, but is not limited to, unsafe room decorations and obstruction of fire escape routes such as hallways and stairwells) is prohibited. If anyone suspects fire safety equipment to be faulty, or to have been tampered with, they should immediately report their concerns to University Housing staff or Campus Police.

Youth conference directors will be responsible for insuring that all participants are familiar with fire evacuation procedures and safety guidelines.

What to Bring

Northern Kentucky University's Residence Halls provide off-campus groups with housing on our campus for a very modest rate. We can offer clean and safe rooms and a helpful, friendly staff.

However, the following are items/services which are NOT provided in the NKU Residence Halls. If you need these items during your stay, feel free to bring them from home:

Items not provided:

- * desk lamps
- * blankets
- * a phone (house phones are located in the hallways of some of the halls, local service only)
- * radio
- * alarm clock
- * TV
- * dishes/pots/pans
- * toiletry items
- * bathmat
- * towels/sheets (however, a linen package can be rented at an additional rate. PLEASE NOTE: The same set is expected to be used for your entire stay.

When linen packages are ordered, they must be ordered for the entire group staying.

Services not provided:

- * wake-up calls
- * room service
- * maid service
- * ice

Also, please note the following:

- * Not all of NKU's Residence Halls have elevators.
- * When housing large groups, it is sometimes not possible to provide rooms for the entire group on one floor.
- * If you have special needs relating to your housing situation, (i.e. medical condition that necessitates the 1st floor, etc) please have your contact get in touch with Conference Management at 859-572-6502 **as soon as possible** so that suitable arrangements can be made.

We look forward to working with you--- please feel free to call if we can answer any questions that will enhance your conference experience at Northern Kentucky University.

