



CONFERENCE POLICIES & INFORMATION

Office of Housing and Residence Life
Housing Contracts and Assignment Office
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The Office of Housing and Residence Life (HRL), as an auxiliary enterprise of Indiana University Purdue University Indianapolis, is dedicated to serving and supporting the academic mission of the IUPUI campus and the University as a whole. While it is our primary objective to provide housing services for regularly enrolled students, meeting areas, living accommodations, and services are made available for short term students and guests of the University.

ELIGIBILITY

The Office of Housing and Residence Life may make housing services available for groups that meet the following requirements:

- (1) Groups of ten (10) or more that are directly affiliated with IUPUI or Indiana University, or
Groups of ten (10) or more authorized by the Office of Housing and Residence Life.
- (2) Six night (6) minimum stay

Groups with outstanding or delinquent charges may not be eligible for the Office of Housing and Residence Life services.

ACCOMMODATIONS

The conference season begins **June 1st and ends July 31st**. This allows sufficient time for final preparations for our IUPUI residential student and student staff arrival. IUPUI and the group may, under special circumstances, mutually enter into an agreement to host a conference after this date. Contact your conference coordinator for details.

There are two Summer Conference Housing Options to choose from: Residence Hall Living and Apartment Living. Please feel free to take a virtual tour online at <http://www.iupui.edu/~sldweb/housing/tours/index.html>.

Residence Hall Living

Ball Residence Hall is a traditional co-ed, non-air-conditioned residence hall with community restrooms and lounges. Summer conference housing is limited to 82 residents in single, double, and triple rooms. Cooking facilities are not available; however, community refrigerators and microwaves are provided. Each room is wired for local telephone service and basic cable.

Residence Hall furnishings include (per person):

Twin bed (mattress measures 38 x 79), desk and chair, dresser, closet, window blind, and wastebasket.

Apartment Living

The Campus Apartments on the Riverwalk will house summer residents in two (2BR) and four-bedroom (4BR) furnished units, based on availability. All apartments are equipped with individually controlled heating and cooling systems.

Apartment furnishings include:

Bedroom(s): Full-size bed, Desk, Chair, Dresser

Living Space: Sofa, Chair, Entertainment center, End table, Dinette with chairs, coffee table

Kitchens: Refrigerator, oven/range, full-size washer/dryer, dishwasher, microwave.

Items NOT provided include, but are not limited to: Pots, pans, silverware, glassware, toaster, coffee maker, dishes, television, telephones, etc.

TELEPHONES

Telephone service is available to all conference participants staying in either Ball Residence Hall or the Campus Apartments on the Riverwalk. Each telephone service comes with individual voice mail boxes that may be set up for conference participants staying with us for seven (7) days or more. All housing units in the residence hall and the campus apartments have pre assigned phone numbers for each room/apartment. The phone number, if needed, will be provided to the conference planner. However, telephones themselves are NOT provided. Conference participants are responsible for bringing their own.

To get an outside line on a campus phone you must first press (9). If Long distance calls are necessary, you must purchase a calling card.

CABLE

Basic cable service is available in all rooms in either Ball Residence Hall or the Campus Apartments on the Riverwalk. A list of channels available will provided at check in. Televisions and the coax cable used to access service are NOT provided by the Housing department.

LETTERS OF AGREEMENT (LOA)

Each group booking facilities and services with the IUPUI Office of Housing and Residence Life is required to sign a Letter of Agreement (LOA). The Office of Housing and Residence Life recognizes the need for advanced and detailed planning in order to optimize the conference experience. As a result, the Office of Housing and Residence Life requires LOAs to be signed by all parties at least **90 calendar days** prior to the beginning of the conference or by the date specified on the LOA.

Failure to return the Letter of Agreement by the date specified may release reserved rooms and future reservations will be taken on a space available basis.

The group agrees to provide, on the Letter of Agreement, a "guarantee number" for housing accommodations. If actual attendance falls below the guaranteed number, the following cancellation charges will apply:

Date of Cancellation (Prior to start date of conference)	Cancellation Charge
Less than thirty (30) days	100% of Reserved Rooms
Thirty-one (31) to Sixty (60) days	50% of Reserved Rooms
Sixty-one (61) days or more	No Charge

If the actual participation is more than the guaranteed number, the Office of Housing and Residence Life reserves the right to change arrangements and accommodations in order to handle the excess numbers.

The group agrees to provide the Office of Housing and Residence Life a roster (rooming list) at least **two (2) weeks** prior to the beginning of the conference. A \$50 per day charge will be assessed for every day past the roster due date. Group may also be assessed additional charges for any roster changes after the rooming list has been submitted, including, but not limited to, name changes, room changes, added rooms etc. Roster must include: name, gender, identifier (staff/youth), check in, check out, room type and roommate.

RENTAL RATES AND OTHER CHARGES

IUPUI housing rates are established on an annual basis. In cases of advanced scheduling, the Office of Housing and Residence Life may quote estimated rates with no implied guarantee that the rates quoted will be the actual rates in place at the time of the conference.

Credits will not be issued for participants who arrive after the conference start date or who leave before the end of the conference, however, charges for early arrivals and late Check-Outs will be billed to the group. The Office of Housing and Residence Life may approve charge reductions/refunds in extraordinary circumstances.

There are additional charges for special set ups and custodial services. The actual cost to the Office of Housing and Residence Life for labor and material involved with repairing damages will be passed on to the group.

SUMMER CONFERENCE GROUP RENTAL RATES: (JUNE 1st – JULY 31st)

Short Term Rental Rates – 5/1/11 through 8/31/11

<i>Rental Rates - Per Person</i>						
Campus Apartments	30+ Nights	14-29 Nights	8-13 Nights	6-7 Nights	4-5 Nights	With Linen
Apt 2 BR	\$36	\$41	\$46	\$51	n/a	
Apt 4 BR	\$31	\$35	\$40	\$46	n/a	
Ball Residence Hall						Add \$1.50/day per person
Single	\$19	\$22	\$25	\$28	n/a	
Double	\$17	\$21	\$23	\$26	n/a	
Triple	\$16	\$19	\$23	\$26	n/a	

ASSIGNMENTS AND REGISTRATION

A reasonable attempt will be made to meet the facility requests of all groups, however; exclusive or restricted use of a building is not always possible. We will make every effort to place groups together; however, such requests can be met only if levels of participation and overall occupancy permit.

Likewise, the Office of Housing and Residence Life maintains an aggressive program of renovations and refurbishing that mostly occurs during conference season. Therefore, for groups that return each year, the same facilities, services, and arrangements cannot be guaranteed, although every effort will be made to meet the requests of these groups.

Any changes in arrangements, attendance, or services must be approved by the Office of Housing and Residence Life in writing. The Office of Housing and Residence Life reserves the right to change arrangements in the case of emergencies. The assignment and arrangements scheduled for a group may be changed if the estimated attendance changes. Additionally, we reserve the right to consolidate participants in the group as needed. For example, all four bedroom units would be filled before opening up a new unit unless there are specific reasons (i.e. gender).

Conference planners are offered two options for assignments: Provide Office of Housing and Residence Life a list of names, including gender, and the Office will complete the assignments and placement. Alternately, the conference planner may choose to complete the roommate assignments ahead of time. If the latter is the preference, simply provide the Housing Office with the list of names with roommate assignments.

All rosters must be complete and submitted to the Housing Office no less than **two (2) weeks** prior to the start of the conference. Completed rosters must be typed and may be mailed, emailed or faxed to the Housing Office for processing. Charges will be assessed for late submission of rosters.

CHECK-IN

Prior to your conference, the Housing Summer Conference Coordinator will work with you to set up the best Check-In for your group. Consideration must be given to Check-In traffic flow and table registration set-up.

Options for Check-In include:

- (1) The Housing Summer Conference Coordinator and staff will be present during Check-In, to assist with distribution of keys, directions and other information as needed.
- (2) If assistance with Check-In is not needed, the group may assign a designee to pick up key packets and information to distribute. The designee must be articulated to the Office of Housing and Residence Life prior to issuing of key packets.

CHECK-OUT

Unless otherwise arranged, check out time is at 11:00 a.m. Prior to your conference, the Housing Summer Conference Coordinator will work with you to set up the best Check-Out for your group. Check-Out usually will take place in the same location as Check-In.

The following items will need to be returned during Check-Out: Key(s) in original envelope provided at check-in, Guest Pass card, Parking permit (if applicable), used linen(s) (if applicable). Failure to return keys in original packets may result in additional fines to the group. All items not returned will be charged to the group.

KEYS

Depending on your housing assignment, Ball Hall or Campus Apartments, you will be issued a room/apartment door key(s) and Guest Pass access card.

Mail box keys for the Campus Apartments will not be issued. If key(s) are lost, please report it immediately to the Housing Office or the Housing Summer Conference Staff. You will be charged **\$90.00 for each missing, lost, or damaged key**. University keys may not be duplicated.

LOCK-OUTS

If you find yourself locked out of your bedroom, apartment, or building during normal business hours, Monday-Friday, 8:00am-5:00pm, please visit the Housing Contracts and Assignment Office to obtain a temporary key.

If you find yourself locked out after hours: Contact the summer conference staff member on duty @ 317-414-2759.

CALL BOXES: For the convenience of our guests, call boxes are located outside the front entrance of each apartment building. These call boxes may be used to contact an apartment if visiting or to make a local call. To use the call boxes, simply press the "Call" button followed by 9 and the number you are dialing.

BUILDING ACCESS

For security of our guests, all campus housing facilities are locked. Access cards, "Guest Passes" are issued to each conference participant residing in on-campus housing. There is a charge of **\$20.00 for each missing, lost, or damaged card.**

Ball Residence Hall is accessible during the day, Monday-Friday from 8:00 a.m. to 5:00 p.m. After 5:00 p.m. access is limited to only those conference participants that are residing in the residence hall. After hours, the front door is only accessible with Guest Pass cards.

Campus Apartments entry doors are locked 24-hours a day. Access into the buildings is limited only to the conference participants assigned within that particular building. Conference participants and visitors from other buildings do not share the same access from building to building. You must carry your Guest Pass card with you at all times.

VISITORS

It is critical that the privilege of visitation not supersede residential safety, or a roommate's right to privacy, sleep and study time. The rights of safety, security, privacy, sleep, and study are absolute and fundamental principles of the Visitation Policy. Visitors are held to the expectations of our conference participants, and must be accompanied at all times. Overnight visitors are NOT allowed. Only official conference participants are allowed to reside in housing.

Ball Hall: A campus telephone is located in the foyer where visitors may inform you of their arrival. Room numbers will not be given out. Visitors and/or conference participants may not sleep in the lounges or other public areas.

Campus Apartments: Entry doors into the buildings are locked 24 hours a day, therefore, visitors must announce their arrival via telephone to the conference participant they are visiting. There are call boxes located at the front entrance of each building. Conference participants must meet their visitor at the door to let them in.

DAMAGES

Because the cost of damage is not included in the housing rates, the group will be responsible for damages caused by participants. The Office of Housing and Residence Life, in conjunction with conference planners, will try to identify the responsible individual or individuals before the conference closes however, the group assumes responsibility for all damages (see below). In general, damage charges are based upon a reasonable cost of repair.

Activities that result in damage charges include, but are not limited to:

1. Exchanging, altering, or removing the furniture in floor lounges, rooms, and public areas.
2. Tampering with fire extinguishers or fire alarm systems.
3. Using tape or other adhesives on walls and ceilings.
4. Tampering with, loosening, or removing window screens.
5. Lost, damaged or heavily soiled linens.
6. Lost keys and access cards.
7. Damage inside residential rooms and apartments.
8. Loss of or damage to equipment, furnishings, etc.
9. Custodial charges for extraordinary cleaning are billed at \$20/hr. Charges may differ if Physical Plant workers are used.
10. Pets are NOT permitted. If a pet is discovered, extermination and/or deodorization procedures are required.

LINEN SERVICE

Linen service is optional for all groups. If the group requests linen service, linen packets will be placed in each apartment/room prior to Check-In. Conference participants will be required to make their own beds. The Office of Housing and Residence Life does NOT provide housekeeping services in the rooms or apartments. These services include making beds and emptying trash. The group is responsible for all lost and/or damaged items.

Linen Packets include: 1 blanket, 1 flat sheet, 1 fitted sheet, 1 pillow, 1 pillow case, 1 bath towel, 1 hand towel, 1 washcloth, 1 bathmat. Shower curtain and toilet paper in each bathroom is also provided.

MAIL SERVICE

Mail service, other than outgoing mail, is not available to conference participants unless pre-arranged by the group. In Ball Residence Hall, outgoing mail may be dropped off in Outgoing mail slot in the Clubhouse in the lobby. Outgoing mail slots are available at the Campus Apartments in all mailbox clusters outside the conference rooms.

FOOD SERVICE

The Office of Housing and Residence Life does NOT provide any type of food service on campus. Catering services are available through Chartwells. Please visit them on the web at <http://www.dineoncampus.com/iupui/> or by phone at 317-274-7735 located in our Campus Center.

PARKING & TRANSPORTATION OPTIONS

To be allowed to park in university lots, vehicles must have an appropriate parking pass which is available to participants through IUPUI Parking and Transportation Services. Parking permits will not be available to conference participants at Check-In unless specified otherwise by the conference planner. As we must order parking permits in advance, it is recommended that the number of parking permits be determined at the time of booking. If parking has not been pre-arranged, the conference planner may visit the Parking and Transportation Services Office, located in the Vermont Street parking garage to obtain parking permits.

Summer conference parking rates are: **\$8.00 daily/ \$13.75 monthly**

IUPUI Shuttle: For the convenience of our guests, Parking Services operates a complimentary shuttle service with convenient pick up locations in front of Ball Hall and at several locations within the Campus Apartment community. The IUPUI shuttle system operates year around, Monday-Friday, between the hours of 6:30am and 9:45pm with the exception of recognized University holidays and weekends. The IUPUI shuttle service is a convenient way to get around campus and stops approximately every 15-20 minutes at several locations on campus.

For more information about parking and transportation options on campus, please visit them at www.parking.iupui.edu.

IUPUI SMOKE FREE POLICY

IUPUI is a smoke-free campus. Smoking is prohibited on all university owned and operated property; this includes Ball Residence and the Campus Apartments on the Riverwalk. Smoking is not permitted in university owned, leased, or operated licensed vehicles.

Advertising, sale, or promotion of tobacco products and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations for the purpose of promoting tobacco related products is not permitted.

ALCOHOL POLICY

In residential housing where any assigned resident is under the age of 21, alcohol containers or paraphernalia of any kind: closed, open, or empty – are prohibited. Alcohol may only be possessed or consumed in a residential apartment where ALL assigned residents and guests are 21 years or older and may not be possessed or consumed in a lounge, stairwell or other residential common area or in the presence of anyone under the age of 21.

SUPERVISION AND RESPONSIBILITY

Conference officials are responsible for assuring that participants and visitors obey the rules and regulations of the Office of Housing and Residence Life, Indiana University Purdue University Indianapolis, and the State of Indiana.

Good on-the-spot supervision is essential with large youth groups. There must be a ratio of one adult supervisor to every 20 participants; a ratio of 1 to 15 is recommended. This person must live on the floor with the youth. The conference group assumes responsibility for the care and safety of all participants.

A twenty-four (24) hour contact person is required for each in-house conference group. This person's information will be shared with the Office of Housing and Residence Life staff as well as the University Police Department in the event of any emergency. The Office of Housing and Residence Life will provide the conference a designated liaison who will work in conjunction with the conference contact person(s) to assist *Behavior Policies*.

All conference participants are expected to uphold the rules and regulations when they choose to live and/or use the housing facilities at IUPUI. These standards are designed to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit the residence halls and campus apartments. Any violation of published university regulations, policies, or rules and any violation of any Indiana or federal criminal law are prohibited.

Prohibited and Restricted Items

For health, safety, and insurance liability reasons, conference participants are prohibited from having the following items in their rooms/apartments:

1. Candles or items that have an open flame or exposed heating element, such as incense, sterno cookers, fondue pots, etc.
2. Space heaters
3. Highly flammable items such as fireworks or turpentine.
4. Antennas or wires extending outside room windows
5. Firearms (including BB and paintball guns) or other weapons (including bows, arrows, knives, martial arts weapons, and blow guns)
6. Illegal drugs
7. Mopeds, motorcycles, and other similar vehicles. Bicycles may not be kept in hallways, stairwells, or public areas inside residential facilities.
8. Animals
9. Air-Conditioners, toasters, hot plates, deep fryers, or similar products are prohibited in Ball Residence Hall

Prohibited Actions

1. Individual or group activities that result in distress or disturbance to others. Individual or group activities that can cause damage or destruction to property.
2. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others.
3. Using or attempting to use university property in a manner inconsistent with its designated purpose.
4. Lewd, indecent, or obscene conduct.
5. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so.
6. Tampering with any fire fighting equipment.
7. Propping fire doors or outside doors of residence halls and apartments.
8. Unauthorized entry to areas of residence halls or apartments, including, but not limited to, roofs, window ledges, balconies, and offices.
9. Failing to vacate the residential facilities when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm.
10. Improper use of kitchen/cooking facilities in the Campus Apartments.
11. Throwing items or shining lasers from residence hall or apartment windows.
12. Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university property; or transmitting such a report to an official or an official agency.
13. Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include but are not limited to sexual harassment, racial harassment, harassment based on sexual orientation, intimidation, discrimination, coercion, and threat.
14. Physical abuse and/or verbal abuse of any person.
15. Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
16. Violation of other published university regulations, policies, or rules.
17. A violation of any Indiana or federal criminal law.

For further questions regarding risk management, please go to www.indiana.edu/~riskmgmt. For more details or questions about behavior policies, please refer to the "Residential Handbook" and/or the "Student Code of Conduct".

APPENDIX A - MEETING ROOM RENTAL RATES

All charges listed are per "calendar day" (i.e. if a group wants to use a room from 5:00 p.m. on Tuesday until 3:00 p.m. on Wednesday, they would incur two days worth of charges).

All charges listed are for the rooms "as is". Groups will incur additional charges for set-ups, extra cleaning, etc.

Rates for meeting rooms will be charged as follows:

MEETING ROOM	MAX. OCCUPANCY	DAILY CHARGE
Apartments – Small Conference Room	8	\$25
Apartments – Medium Conference Room	25	\$50
Apartments – Large Conference Room	38	\$100
Ball Residence – Large Conference Room	30	\$75

APPENDIX B - CONFERENCE CHECKLIST

Below is a checklist of special services which your group may want to use. Please take the time to review the checklist and notify us of any of these services which your group may need. We will make a reasonable effort to meet all requests based on cost, availability, and eligibility. Careful planning and advanced notification of requests increases the possibility that the special services you want will be available. We strongly recommend a site visit well in advance of the conference to look at facilities and to discuss conference needs. This checklist is just to help you plan your conference. We are here to help you so if you have additional questions, please contact us.

- Are any members of your group coming early or leaving later than the rest of the group? Please notify the Office of Housing and Residence Life of the names and arrival/departure dates of all conference participants who are arriving or departing on different dates from the rest of the group.
- What hours will you be checking in? What hours will you be checking out? Do you conduct on site registration?
- Do you need access to areas other than the sleeping rooms for conference participants ex: meeting rooms? Which dates and times will you need these areas?
- Will conference participants need linens during their stay?
- Do you have people with disabilities attending your conference? Please have these individuals contact our office to make the arrangements.
- Will conference participants need parking permits?