



# RESIDENCE HALL GUIDELINES

Campus Camps, Conferences & Programs



Housing and Residence Life, Alabama State University

P.O. Box 271, Montgomery, AL 36101

## GUIDELINES FOR DIRECTORS, COACHES, AND SPONSORS

### WELCOME TO ALABAMA STATE UNIVERSITY!

We are very happy that you have chosen ASU as your facility for your group or camp. While your group stays on campus, your role will be extremely important to the success of your camp.

The guidelines were prepared after many years of experience with youth groups. The following are suggestions to help you avoid potential problems that could arise during your stay in the ASU Residence Halls.

1. Be with your group at all times. Check on them frequently, especially at night.
2. Set high expectations of behavior, including a suggested 11:30 pm room curfew. Set an excellent example through role model conduct.
3. Plan to keep your group occupied during non-scheduled "free" time. The most successful groups are those with less, individual unstructured time.
4. Keep Housing/Residence Life informed of all problems and concerns. We can only be of help if we are made aware!
5. Important Telephone Numbers:

FACILITY I:	334-229-7504
FACILITY II:	334-229-7505
HOUSING AND RESIDENCE LIFE:	334-229-4357
ARAMARK DINING SERVICE:	334-229-4451
ASU POLICE DEPARTMENT:	334-229-4400
PARKING SERVICES:	334-229-4100
ADMISSIONS OFFICE:	334-229-4291
AUXILIARY SERVICES:	334-229-4410
PHYSICAL PLANT HELP DESK:	334-229-4820

### GUIDELINES

The following is a list of university rules and regulations that apply directly to summer conferences and camps. Please see that you and your participants know and understand these important policies.

1. Residents may not occupy windowsills, roofs, or any other external appendage of ASU facilities.
2. Possession of firearms or weapons of any kind, ammunition, fireworks, explosives, or highly flammable material in the residence halls are prohibited.
3. Possession of alcohol or drugs (without prescription and consent from parent) on state property is strictly prohibited.
4. Tampering with or removal of windows, fire systems, fire-fighting equipment, or emergency call systems is not tolerated (All violations will be fined).
5. Behavior dangerous to persons or property including fighting or threatening another person is not allowed.

Any infraction of the aforementioned policies could result in the participant being removed from the Residence Hall, and an additional monetary assessment could be added to your stay.

## **DIRECTOR/COACH/SPONSOR BEHAVIOR**

1. Do not buy alcohol for members of your group or other groups.
2. We advise bed check after curfew, which enables you to know where each member of your group is; it will also alert you to any possible problems.
3. Post “Director”, “Sponsor”, “Chaperone” or “Coach” signs on your door to help your participants and university personnel locate your room quickly and efficiently.
4. Please do not allow participants to change rooms after check-ins are completed. In case of an emergency or problem, we need to know exactly where each guest can be found.

## **USE OF FACILITIES**

1. Campers should be advised to bring their own linen, towels, personal items, toiletries, and trash bag for their room (Sleeping Bags are ideal).
2. Banners, signs, etc. on painted surfaces are not to be posted with tape.
3. Mattresses and furniture are not to be moved.
4. Please notify the Front Desk Hall Staff if you would like to use any other area of the building.

## **CONSIDERATIONS OF OTHER GROUPS**

Camps may have to share the building with other camps. It will be the responsibility of the camp director to set and enforce the rules. It is the camp sponsor’s responsibility to supervise and handle any disciplinary problems.

## **CAMP MANAGEMENT**

### **Supervision:**

Residence Hall Directors and Hall Staff are in the building as a facility manager. They are not there to serve as counselors, supervisors, or disciplinarians for your camp. You should provide adequate adult supervision. Each Hall Director should be given the names, room numbers, and phone numbers of where their sponsors can be reached during the day, should problems occur.

Campers should be provided with adequate supervision and activities to serve as a deterrent to horseplay and damages. Your camp will be charged for any damage done to the building during your stay. It is your responsibility to make an appointment with the Hall Director to conduct a formal check out. The Hall Director maintains a master file on the condition of the building.

### **Desk Coverage:**

Desk Assistants/ Residence Hall Staff will also be available at the front desk from 8:00 am until 2:00 am.

### **Payment:**

Charges will be based upon the number of participants and the number of nights reserved. The University must receive payment 10 working days prior to check-in date.

### **Check-In:**

We ask 2 weeks prior to camp check-in that you supply a roster of participants. Check-in must be scheduled at specific times with Residence Life. If part of your group is coming in earlier, you are responsible for making arrangements with Residence Life to get them checked in.

### **Checkout:**

Campers’ rooms should be checked the morning of checkout for cleanliness. There will be a cleaning charge for each room left excessively dirty. Campers must check out and vacate their room by 11am on the day of checkout, unless other arrangements are approved through Residence Life. Your camp will be charged an

extra day's rent for each person not checked out by that time. Our housekeeping staff must be able to clean and prepare the rooms for the next camp.

**Key Replacement:**

If a camper loses a key, a replacement key is available at the hall desk. If at the end of the camp, all keys are not returned, your camp will be assessed a fee ranging from \$75 to \$200 for lock changes.

**Telephones:**

If you need telephone service, it is available at the front desk.

**SAFETY**

**Liability:**

It is important to remember if something happens to someone under 18 who is in your care, you can be held personally liable. If a participant engages in unsupervised and unsafe activities, such as crawling out on window ledges, throwing items out of windows, or playing in water fights, the camp director, coach or sponsor is directly responsible if any injuries occur.

**Emergencies:**

Medical emergencies are to be handled through University Police and/or the Residence Hall Director or Desk Assistant. Know your participants and any medical information about them that might be helpful in an emergency. Also, please have their medical release form available. If any time you hear a fire alarm, everyone **MUST** evacuate. Shut and lock the door behind you.

There are three (3) local hospitals in close proximity to the campus:

- Jackson Hospital, 1725 Pine St., 334-293-8000
- Baptist Medical Center South, 2105 E. South Blvd., 334-288-2100
- Baptist Medical Center East, 400 Taylor Road., 334-227-8330

**Security:**

Be cautious of strangers; report all strangers to the hall desk or call Campus Police. If you see something or someone suspicious, report it immediately. Discuss with the Desk Assistant about any additional security precautions for your camp or conference. Be sure that all doors are locked at all times.

**Remember, if you see something, say something!**

**CHECK LIST**

- ✓ Provide Residence Life with a completed roster when registration is complete
- ✓ Provide Residence Life with a schedule of daily activities
- ✓ Provide Residence Life with a daytime phone number for the camp sponsor or coach
- ✓ Please keep your staff and camper's medical release forms available at all times