

2020 Meeting Planner Handbook

The following Planner Handbook for conducting programs at Villanova University applies to all meeting planners. If you have questions or concerns, please call the Office of Conference Services (OCS) anytime, 610-519-7790.

Housing and Dining Hall arrangements, along with other relevant items, are addressed below. **Meeting Space, Special Function and Catering location** arrangements should be addressed with the Director of Conference Services, 610-519-7580, **Catering menu** arrangements also with Villanova Catering, 610-519-5521.

I. Housing

Housing Assignments are made via an Excel spreadsheet. This building-specific, by-room spreadsheet will be sent to each designated planner electronically via email (see sample on page 9). The planner or other primary administrator is responsible for entering all requested data and sending it back to OCS electronically, via email. The information entered by the planner will be downloaded to OCS software. The style of housing accommodations will be consistent with the group's original license agreement.

Unless an arrangement is made to receive it sooner, the blank housing assignment spreadsheet will be emailed to you approximately three weeks before check-in, along with floor plans for your building(s) and detailed instructions. The completed spreadsheet along with all other required information (e.g. Meeting Information Sheet 3, check-in/-out arrangements etc.) is due back to OCS approx. 10 days before your group arrives, by the date specified in the cover letter you will receive from our office by March 15. Be sure to plan accordingly when setting your registration deadline for participants.

Housing Occupancy: The number of residents provided to OCS 10 days before arrival will be the guarantee number. The housing guarantee number can be modified in writing up to the third (3rd) day prior to check-in without penalty, in case of last-minute cancellations or additions. OCS will make its best effort to accommodate additional attendees, but cannot guarantee availability of bed space. *

** Subsequently, a **post-check-in spreadsheet** with correct room assignments for all group members must be received by OCS via e-mail in an Excel spreadsheet by 12:00 Noon on the first business day following your check-in, clearly highlighting any changes. The group will be billed one night's stay for each cancellation, no-show and/or walk-up bed requested, but not used, unless those changes were communicated by the third (3rd) day prior to check-in. If the planner does not confirm the housing spreadsheet by 12:00 Noon on the first business day following check-in, the group will be billed for all nights of stay for the total number of check-in envelopes/materials originally provided for registration, plus any subsequent additions. **There are no refunds for early departures. When confirming housing occupancy, all unused check-in envelopes, Wildcards (building/dining hall access), door codes, lanyards etc. are to be returned to Galberry Hall.***

Housing Check-In: Housing Check-In is 3PM or later. Any other arrangement must be by agreement with Conference Services. **Please note:** If a guest(s) cannot check-in either during the scheduled group check-in hours OR at the Galberry Hall Conference Service Desk (between 7AM and 9PM, by arrangement), it is the planner's responsibility to keep the remaining check-in envelopes/materials and check guests in upon their arrival. (Suggestion: Distribute your cell phone/contact number to all or at least to late-arriving participants in advance.)

Housing Check-Out: Housing Check-Out time is by 11AM unless arranged otherwise with Conference Services (earlier check-out due to arrival of next guest group or later check-out to due group's own schedule, where possible). Guest groups are responsible for collecting and returning any keys issued to them. Before final departure, a group representative must return all keys, check-in boxes, sign-in sheet etc. to the Office of Conference Services, Galberry Hall, and inform the Assistant Director of Conference Reservations (610-519-7790) as to where items were returned.

Any shortages will be billed on the group's final invoice. There is a \$75.00 fee for a lost meeting room key (standard key) due to the costs associated with a required lock change and key production. Costs for master keys vary by building and are significant. A \$25.00 fee for any requested door lock combination change will be billed. Wildcards are disposable and do not need to be returned at departure. However, there will be a \$10.00 replacement fee if a Wildcard is lost during your stay and a replacement card is issued.

The security of meeting room keys and master keys, if any of these are issued, is the responsibility of the meeting planner, who will also sign an additional "Master Key Agreement Form" if any master keys are issued. Planners are expected to treat door lock combinations like keys.

II. Dining

Dining Services provides three dining hall buffet meals daily (breakfast, lunch and dinner) in the one dining hall operating during the summer. ***All on-campus meals not eaten in the dining hall must comply with the University's Catering Policy. Please see the Catering Policy on page 7 of this guide.***

Dining Hall Dining Meal Periods:	Breakfast:	7:00 AM - 9:30 AM
	Lunch:	10:45 AM - 2:30 PM
	Dinner:	4:15 PM - 7:15 PM

Specific dining hall arrival/departure times for your group within each of the above meal periods will be scheduled with you by Conference Services prior to your arrival and **must be observed** to ensure minimal wait times for you and all other guest groups, guarantee seats and to maximize the efficiency of our dining hall operation. To arrange your times and for any questions, contact the Assistant Director of Conference Reservations.

OCS will provide Dining Services with your guarantee number of diners by meal and your group's special dietary needs.

A **guarantee** is the number of guests anticipated to eat a particular meal. Dining charges are based on the guarantee number, plus any additional diners. If a group has **fewer actual diners than** the guarantee number, the charge for that meal will be based on the **guarantee** number. If the group has **more diners than** the guarantee, then the group will be charged for the **actual number**. Guarantee numbers are due to OCS ten days before arrival (by the date specified in the cover letter and Info Sheet

#3 provided to you by March 15) and should realistically reflect the size of your group to allow for an adequate amount of food preparation and seating. Example: Group XYZ's guarantee number is 70 people for breakfast, lunch and dinner. Only 63 people ate at breakfast, but 75 ate at lunch and dinner. The group will be charged for 70 breakfasts, 75 lunches and 75 dinners.

After submitting meal guarantee numbers 10 days before arrival (Info Sheet #3), those numbers can only be modified to increase up to the third (3rd) day prior to check-in, if absolutely necessary. Guarantee numbers do not have to be the same for each meal and/or each day. **Please remember and alert your participants that no food may be taken out of the dining hall and that there is no room for equipment storage/backpacks etc.**

III. Calendar Planning Summary

(See license agreement for due dates for insurance and financial items, as applicable.)

By April 1st or as advised

- **Submit completed Meeting Info Sheet #1, incl.**
 - ⇒ **Advise** the Office of Conference Services of an estimate of the number of participants and staff in the group.
 - ⇒ Designate the meals, breaks etc. the group will need served in either the dining hall or by Villanova Catering.

3 Weeks Before Arrival (see cover letter or Info Sheet #2 for due date)

- **Submit completed Meeting Info Sheet #2, incl.**
 - ⇒ **Advise** the Office of Conference Services in writing of your updated estimated participant/staff and Dining/Catering numbers.
 - ⇒ **Early Arrival/Late Departure Dates must be pre-approved** by Conference Services well ahead of the 3-weeks-out deadline. If approved, please notify us of the specific arrival dates and times of your group's administrative staff or others who desire accommodations before or after the scheduled meeting.
 - ⇒ **Advise** Villanova's Assistant Director of Conference Reservations of any individuals with special physical needs or dietary restrictions who will be participating in your program and who will need special accommodations.
 - ⇒ **Communicate** contact information and procedure for any off-hour arrivals and general housing check-in arrangements and needs.
- **By-Room Housing Spreadsheet** in Excel-format will be sent to you via email. Please fill in the information necessary to house each participant and staff member. After completing this form, email it back to OCS by the due date. It is expected that all members of your group will be arriving and departing on your group check-in and departures days that were agreed upon. If special arrangements

have been made with Conference Services and this is not the case, please put the different arrival/departure dates next to the names of the respective individuals.

- **Schedule walk-throughs (applicable to some youth groups only, as notified).** It is mandatory that the meeting planner or his/her delegate contact the Assistant Director of Conference Reservations, 610-519-7790, in order to schedule pre-check-in and post-check-out residence hall walk-throughs, if not already scheduled during our spring planning meeting. (See “In Preparation for Check-In” and “The Last Day of Your Conference” below.)

10 Days Before Arrival (see cover letter or Info Sheet #3 for due date)

- **Submit the following to Conference Services:**
 1. **Submit completed Meeting Info Sheet #3, incl. a Guarantee for Housing and Meals** on Info Sheet #3.
 2. **Submit completed housing assignment spreadsheet** via e-mail.
 3. **Submit** an electronic copy of your **group’s final daily meeting agenda/program schedule**. (Remember that dining hall meal times must be scheduled with and approved by the Assistant Director of Conference Reservations before schedule is finalized.)
 4. If group serves primarily minors (whether for a day or overnight program), **submit electronic roster of all minors**, to include name, gender, age, home address, phone number(s) of parent or legal guardian and emergency contact information. (See License Agreement, Appendix A for details)
 5. If group serves primarily minors (whether for a day or overnight program), **submit electronic roster of all event staff** and contact information. (See License Agreement, Appendix A for details.)
- Meeting Planners are encouraged to preview housing accommodations, meeting rooms, set-ups, and A/V equipment operation prior to move-in. Contact the Director of Conference Services (610-519-7580) to make this arrangement. Any preexisting room condition or damage noticed by the planner should be communicated to OCS immediately.

In Preparation for Check-In

- Pick up **check-in materials** from Conference Services a day before or the day of check-in. Contact Assistant Director of Conference Reservations to confirm that items are ready for pick-up.
 - **Check-in envelopes** include the following: building and apartment/room assignment, apartment/room door lock combination, Wildcard (for residential building and dining hall access; see Summer Guest Guide for additional functionality such as laundry etc.), campus map, and lanyard (can hold Wildcard)
- Pick up printed copies of **Villanova University Department of Public Safety Emergency Procedures Bulletin** and **Terms and Conditions of Occupancy of Villanova University Facilities** from Conference Services and be prepared to distribute to all attendees (staff, participants etc.) at check-in (**mandatory** requirement for all guest groups).

- **Pre-Walk-Through (applicable to some youth groups only, as notified):** Prior to check-in, on the scheduled day/time, the planner or his/her delegate will meet with an assigned Conference Services staff member to take an inventory of rooms, to document room configuration (which rooms are singles or doubles, etc.) and identify pre-existing damages or room conditions. *If you waive this right, your organization could be incorrectly charged for furniture moving or damage to dormitory rooms or common areas discovered following your group's departure if those in fact occurred prior to your group's stay.*

Walk-through sheet forms to be completed will be provided by the Conference Services staff member, and together, the planner and the OCS staff member will inspect dorm rooms, lounges, hallways/stairways, and bathrooms, to include: windows, screens, furniture, doors, fixtures, cleanliness, etc. It will be in the meeting planner's best interest to do a thorough inspection on the PRE-walk-through in order to have an accurate accounting of building conditions for the POST-walk-through. Conference Services staff will then process the forms and submit any work requests as needed.

The Day Following Check-In

- Submit **post-check-in housing assignment spreadsheet** via e-mail (see page 1)

The Last Day of Your Conference

- **All beds and furnishings must be in their original locations.** If beds have not been returned, or if the furnishings in any given room are not correct, there will be **a \$50.00 per bed charge** to have our movers replace the missing beds and/or mattresses. If the furnishings are not recovered, the group will be billed for their replacement.
- **Post-Walk-Through (applicable to some youth groups only, as notified):** Another walk-through will be conducted immediately following check-out, at the scheduled time. The planner or his/her delegate will meet with an assigned Conference Services staff member to inspect all rooms and common areas again, using the forms from the post-walk-through, to ensure that all furniture is back in its original location, check for cleanliness (or excessive cleaning needed) and to document any damages that may have occurred during the group's stay (charges may apply). Conference Services staff will then process the forms and submit any work requests as needed.
- **Guest Groups are responsible** for the collection of any keys that were issued to them. The planner or his/her delegate should be prepared to return the keys to a Conference Services Staff member in Galberry Hall as soon as possible following check-out. **Please note:** Any shortages will be charged to your group on your final bill unless payment has already been received from individual guests. [Regular Keys - \$75.00 fee; Master Keys – several thousand dollars, depending on building.] Wildcards are disposable and do not need to be returned at the end of your stay.

Following Your Conference

- At the conclusion of your conference, the Office of Conference Services will send a master bill within 30 days, itemizing all costs, incl. housing, dining hall meals, catering functions, meeting space rental, graphic services, equipment/A/V use etc.

- Full payment of the balance on the final invoice will be due within 30 days of date on the invoice. All meeting planners will have up to 15 days from date of invoice to question any charges thereon, with supporting documentation, and Villanova University will seek to subsequently resolve any written concerns. A late fee of 1% of the outstanding balance will be charged after the due date and for each subsequent 30-day period of delinquency.

IV. Conference Service Desk

The Conference Service Desk opens on **Sunday, May 24, 2020 at 12noon**. It is located in Galberry Hall, near Villanova Stadium, and is open daily from 7AM to 9PM (12PM opening on Sun, May 24 only). From 9PM to 7AM, calls will be referred to the on-duty OCS staff member's cell phone number to call for assistance. A call to the Service Desk is the fastest route to service!

Phone Numbers:

Conference Service Desk	610-519-5554	[7am – 9pm daily, plus off-hours via on-call staff]
Assistant Director of Conference Reservations		610-519-7790 office
Assistant Director of Conference Operations		610-519-7895 office
University Office of Public Safety		610-519-6979 [anytime]

For Emergencies only - dial 610-519-4444 (or 9-4444) to reach Public Safety.

V. The Office of Conference Services is here to do the following:

- Coordinate all of your housing, dining and conference services needs.
- Process facilities repair requests via the Service Desk. Provide campus/local information and 24/7 staff availability to address service needs.
- Provide check-in registration envelopes (incl. campus maps), Wildcards (building/dining hall access), keys/door lock combinations, and lanyards, as well as printed copies of Emergency Procedures Bulletins/Terms and Conditions of Occupancy.
- Receive a prompt report of any lost keys. Apartments and dorm rooms now have push-button combination door locks.
- Log and hand over all found items to Public Safety's Lost & Found Center (610-519-6979).
- Process all requests for meeting space.
- Do our best to make your meeting or conference run smoothly!

VI. Planner or his/her delegates are responsible for:

- Following all of the procedures and deadlines** specified in this Meeting Planner Handbook as well as in your group's License Agreement (if any) and accompanying documents.

- B. **Taking steps** to insure guests are respectful of all Villanova University property and are mindful of the University's Terms and Conditions of Occupancy (attached).
- C. **The behavior** of all participants and staff while on campus.
- D. **Promoting conditions of cleanliness** within and outside of campus buildings.
- E. **Notifying OCS immediately** of a lost/stolen meeting room key (***\$75.00 fee***), lost/stolen master key (***fees vary***) or a lost/stolen Wildcard (***\$10.00 replacement fee***).
- F. **Being aware** of procedures to be followed with group participants in the event of an emergency, a natural disaster or injury. See **Public Safety Emergency Procedures Bulletin** and call Public Safety, 610-519-4444 (or 9-4444) in the event of any emergency.

VII. General Campus Information

A. Connelly Center (May 26 – July 31, 2020)

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| <ul style="list-style-type: none"> ▪ Normal Hours of Operation *:
(* while summer school is in session; subject to change) | Monday – Thursday: | 8AM - 9PM |
| | Friday: | 8AM - 5PM |
| | Saturday: | 12Noon - 5PM |
| | Sunday: | CLOSED |
| | <ul style="list-style-type: none"> ▪ Arrangements for use of the Connelly Center beyond the stated hours of operation must be made through the Office of Conference Services, Director of Conference Services. Fees may apply. | |

B. Meeting Space

All requests for meeting space should go through the Director of Conference Services. In most cases, these needs are defined within your contract. Any additional space requests should be directed to 610-519-7580.

C. Audio-Visual Equipment

The rental of all meeting space includes the use of any built-in audio-visual equipment. All classrooms are equipped with a white board, screen, LCD projector and internet access. Guest groups must provide their own laptop computers for presentation purposes as well as their own dry-erase white board markers and erasers. Also see "A/V Equipment in Meeting Rooms" document (available from OCS).

The Office of Conference Services strongly advises that a planner/group administrator schedule a preliminary visit to review the operation of any built-in AV equipment in their assigned meeting rooms. Once on site, assistance can be gained via OCS, but there will be no on-site AV tech staff assigned to each meeting session. If that level of service is desired, contact the Director of Conference Services.

Where additional AV equipment (not built in) is needed, there is normally an additional fee, or the group may bring its own AV equipment.

D. Guest Guides / General Terms and Conditions of Occupancy of University Facilities

A **Guest Guide** describing services (incl. wi-fi access, laundry, a/c etc.) available to guests during their stay on campus will be provided to all overnight attendees in guest apartments and residence hall rooms. Additional copies for day guests are available from Conference Services upon request. The Guide can also be accessed from our website, www.conferenceservices.villanova.edu. Additional University regulations and Terms and Conditions of Occupancy of University Facilities (attached) are listed in the Guest Guide, VU Student Handbook and the VU Public Safety Emergency Procedures bulletin as well as your group's License Agreement (if any). Resource brochures detailing local attractions, restaurants etc. as well as transportation options can be found in all guest apartments and certain residence halls as well as at the Service Desk in Galberry Hall and on our website.

E. Catering Policy

The Office of Conference Services reserves the right of first refusal for the Villanova University Catering Department to be the designated caterer for any and all functions providing food and beverage service outside of the dining halls on campus. If the VU Dining/Catering Services department is not able to provide catering service, a group must use an approved caterer with Pennsylvania state-certified food handlers on its staff. The proposed caterer name and phone number is to be provided to OCS for approval at least ten days prior to check-in. A decision will be communicated back to the group in a timely fashion. Assistance with the identification of caterers who meet state food handling standards is available from the Catering Department, 610-519-5521 / constance.healy@villanova.edu.

Alcohol Service at Catered Events: Villanova's alcohol license does not allow for the on-site sale of alcohol to individuals in any circumstances. Group functions where alcohol (beer, wine or liquor) is served and is part of a banquet, reception or party-type event, which may be free admission or one, in-advance admission price for the whole event, can be permitted according to state law.

Villanova Catering can buy and provide alcohol, at its cost, to a group, or the group can buy its own alcohol, and Villanova Catering will serve it. In either case the group is responsible for the costs of Villanova Catering bartenders and a service charge for bar set-ups (full set-up, or beer-wine-soda set-up) according to prescribed standards based on number of attendees.

If Villanova Catering provides the alcohol, it will charge a group for what attendees consume at the event, by-the-bottle (beer or wine), or by-the-portion-of-the-bottle (liquor). A group can limit the amount of alcohol served by designating in advance the amount it wants Villanova Catering to purchase.

Groups that provide their own alcohol are responsible for delivering it according to Villanova Catering directions and removing any remaining alcohol immediately following the function. For the most up-to-date catering information, contact 610-519-5521 / constance.healy@villanova.edu.

F. Parking

Guests on campus seven days or less can be issued complimentary temporary parking permits which will designate the guest parking lots to be used. Parking arrangements and guest permits should be arranged with OCS. Parking permits are generally issued electronically to group leaders prior to arrival, and group leaders are responsible for distributing permits to their attendees. Parking permits must be displayed on car dashboards at all times. There is generally no parking on Main Campus, but ample parking is available in the Ithan Avenue Garage, the South Campus Lot and the West Campus Apartment Lots.

Sample Residence Hall Housing Spreadsheet - Excerpt

Building	Room No	Last	First	Gender	Room Type	Check In	Check Out
ST	133				Double	6/18/2010	6/23/2010
ST	133				Double	6/18/2010	6/23/2010
ST	134				Double	6/18/2010	6/23/2010
ST	134				Double	6/18/2010	6/23/2010
ST	135				Double	6/18/2010	6/23/2010
ST	135				Double	6/18/2010	6/23/2010
ST	136				Double	6/18/2010	6/23/2010
ST	136				Double	6/18/2010	6/23/2010
ST	137				Double	6/18/2010	6/23/2010
ST	137				Double	6/18/2010	6/23/2010
ST	138				Double	6/18/2010	6/23/2010
ST	138				Double	6/18/2010	6/23/2010
ST	139				Single	6/18/2010	6/23/2010

Sample Apartment Housing Spreadsheet - Excerpt

Building	Room No	Last	First	Gender	Room Type	Check In	Check Out
JA	314A				Double	6/18/2010	6/23/2010
JA	314A				Double	6/18/2010	6/23/2010
JA	314B				Double	6/18/2010	6/23/2010
JA	314B				Double	6/18/2010	6/23/2010
JA	316A				Single	6/18/2010	6/23/2010
JA	316B				Single	6/18/2010	6/23/2010
JA	316C				Single	6/18/2010	6/23/2010
JA	316D				Single	6/18/2010	6/23/2010
JA	317A				Double	6/18/2010	6/23/2010
JA	317A				Double	6/18/2010	6/23/2010
JA	317B				Double	6/18/2010	6/23/2010
JA	317B				Double	6/18/2010	6/23/2010
JA	318A				Double	6/18/2010	6/23/2010
JA	318A				Double	6/18/2010	6/23/2010
JA	318B				Double	6/18/2010	6/23/2010
JA	318B				Double	6/18/2010	6/23/2010

Detailed explanations and instructions will be sent together with your spreadsheet approx. 3 weeks before your arrival. The completed housing spreadsheet is due back to Conference Services approx. 10 days before your arrival (see cover letter or Info Sheet #3 (provided by March 15) for due date).

TERMS AND CONDITIONS OF OCCUPANCY OF VILLANOVA UNIVERSITY FACILITIES

1. Occupants, and Occupant Groups, are responsible for the care and condition of the assigned meeting facilities and residences covered by this agreement, including, but not limited to, equipment, walls, floors, carpets, fixtures, furnishings, etc. Charges will be assessed against those responsible for damaging or misusing University property. Occupants are responsible for the proper disposal of waste. Villanova recycles mixed paper, cans & glass, and plastic bottles.
2. Facilities must be left in move-in condition upon departure. The occupant or occupant group agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the residence or other meeting facility to its move-in condition. The need for and the costs of such are within the sole discretion of the University.
3. The University reserves the right to enter rooms without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of University policy are occurring (or may have occurred), to locate persons or missing property, to conduct maintenance activity, and to do health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a University staff member may make entry at this time. If an Occupant is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
4. The University is not responsible nor liable for the loss of, or damage to, any property of the occupant/group, or for personal injuries sustained by an occupant while in or resulting from occupancy of a residence or other University facility. As per the University's license agreement, an occupant group is responsible to provide a certificate of liability insurance naming the University as an additional insured. The University recommends that individual occupants carry appropriate insurance.
5. All vehicles must be parked in accordance with University parking regulations. VU Parking Office can be reached at 610-519-6990.
6. Use of small cart/golf car vehicles with electric or internal combustion motors on campus must comply with University policy for their operation. Occupant groups must inform the Office of Conference Services in advance of their arrival and request a copy of the University's Small Cart Vehicles Policy.
7. The University does not permit the use of its facilities for any commercial purposes without prior approval.
8. All animals, except animals trained to aid people with disabilities, are prohibited in all campus buildings.
9. It is understood that use of campus housing and meeting facilities will occur at the same time other University guest groups are present, and that any guest activity must not disturb others anywhere on campus. Minors (youth under age 18) must be supervised at all times.
10. Individuals staying in a residence for one or more nights must be registered and paying guests. Arrangements for guests may be made by contacting the University Office of Conference Services, 610-519-7790.
11. The University will provide summer seasonal conference services staff on duty 24/7 who can be telephoned for assistance at 610-519-5554. **For all emergencies 24/7, University Public Safety can be telephoned at 610-519-4444 or from a campus phone at ext. 94444.**
12. All occupants and their guests must abide by applicable University policies, Pennsylvania laws, and Federal laws, especially those dealing with fire safety. The possession or use of illegal drugs, alcohol, fireworks, guns and other weapons is prohibited. Burning fires anywhere on campus is prohibited.
13. Hover boards may not be used, plugged in or charged in any building on campus.
14. Occupants must abide by the University's Code of Conduct and Residence Life Office policies as set out in the Villanova University Student Handbook (<http://www1.villanova.edu/villanova/studentlife/dean/publications.html>) and any other policies specific to the program in which they are participating.
15. The University prohibits smoking in all University buildings. Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. Smoking is not permitted anywhere inside of all campus residential buildings or within 25 feet of such buildings.
16. Alcoholic beverages (for those age 21 or over) are permitted in assigned guest rooms. Group events including alcohol are permitted in reserved event rooms only by permission of the Office of Conference Services, 610-519-7580.

17. Occupants are responsible for using their Wildcard, room key or lock combination in a manner that does not jeopardize the safety or security of individuals or property. **A lost key or compromised lock combination should be reported immediately to the Office of Conference Services.** There is a \$75.00 fee for a lost key due to the costs associated with a required lock change and key production. A \$25.00 fee for a door lock combination change will be billed. Wildcards are disposable and do not need to be returned at the end of stay. However, there will be a \$10.00 replacement fee if a Wildcard is lost during a stay and a replacement card is issued.
18. No personal heating, air-conditioning or cooking apparatus shall be allowed in University facilities. Portable box fans are permitted. Occupants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved, have self-contained heating units, and are approved by a University Office of Conference Services central office administrator.
19. Male and female occupants could be housed on the same floor on a different wing of a residence hall/apartment building but will be provided separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples, families or occupants of the same sex.
20. No theft or violence, including sexual abuse, harassment, hazing or bullying (cyber or otherwise) will be tolerated.
21. The inappropriate use of cameras, imaging, digital devices and electronic communications is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected.
22. Curfew time for Minors in campus housing shall be no later than midnight.
23. In-dorm-room visitation for Minors shall be restricted to participants of the same gender.
24. Guests of Minors in campus housing (other than a parent/legal guardian and other Event participants of same gender) may visit only in the dorm lobby and/or floor lounges, and only during approved hours specified by the Occupant Group.
25. The License Agreement or these terms and conditions shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. The University may remove any occupant that the University considers disruptive or otherwise considers detrimental to the residence population or University community. Subject to the University's right of revocation, the occupant agrees that this agreement shall remain in force for the full term of the occupancy.
26. Any occupant incident where there is physical threat or destructive action may result in removal or reassignment of involved occupant(s) per the University's discretion. An occupant who is removed from University housing must remove all belongings, return the key, and vacate per the University's instructions. If the occupant fails to vacate within 24 hours, the University may take possession of the assigned space, remove and dispose of the occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
27. The University reserves the right:
 - a) To levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
 - b) To reassign occupants to other accommodations on campus;
 - c) To bar any occupant from the campus and the residences if, in the sole judgment of the University, the individual's conduct is injurious or potentially injurious to the University, or members of the University community or guests;
 - d) To retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
 - e) To terminate the reservation of any occupant or occupant group if, in the sole judgment of the University, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities.
28. The University shall not be held liable for any delays or failures to provide rooms, meeting space or other facilities fit for occupancy or any other delays or failures in performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly (e.g., through the prior or concurrent displacement and need for rescheduling of academic, research or administrative functions) to any cause beyond Licensor's reasonable control, including, but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather; restriction upon travel, food, beverages or supplies; strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, water, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.