



(Revised 2/06)

MISSISSIPPI UNIVERSITY FOR WOMEN
COMMUNITY LIVING

CONFERENCE SERVICES TERMS AND CONDITIONS

Please read this entire document carefully.

It contains the terms of the Conference Services Contract.

INTRODUCTION

The goal of the Conference Services program at Mississippi University for Women is to provide comfortable, affordable accommodations for a wide variety of group and individual needs. A selection of services, activities, programs, and facilities are conveniently available on campus and in the surrounding community. Please use the following websites as additional resources:

Conference Services

<http://www.muw.edu/communityliving/conferenceservices>

Community Living

<http://www.muw.edu/communityliving>

Conference Services will assist with coordinating various services such as parking, dining, meeting spaces, communication services, etc. For groups, our process includes initial indication of interest, followed by a detailed contract. We provide a planning worksheet for group sponsors to use throughout the process. Both a representative from the group and the Conference Services agent signs the contract itself. Some additional services require an addendum to the contract to be processed as well.

ELIGIBILITY

Conference Services and Mississippi University for Women reserves the right to decline services to any request prior to the contracting process. There may be times when Conference Services requests references of previous institutions and/or locations of your events.

PAYMENTS

Payment of your final bill can be made using one of the following methods: in the form of a check drawn within the United States (with routing number on check), money order, or Inter-Departmental Transfer of funds within 30 days of receiving a billing statement. Once payment exceeds 30 days a late charge of up to 10% will be assessed for overdue accounts receivable. A \$30.00 charge will be assessed for a returned check. The group will be billed after the conference for their housing accommodations, any contracted services and any damages to the facilities incurred by their group.

HOUSING RELATED

RATES

	No Linen	Basic	
Single Room	\$20.00	\$25.00	
Double Room	\$12.50	\$15.00	

Basic Option – 1 linen pack (sheet set with pillow, 2 towels, and 1 washcloth) per person

ASSIGNMENT OF GROUPS

The contracting process will begin in late November for the following summer. Requests will be taken throughout the year. Given demand and summer projects, building assignments may be delayed until February. Conference Services reserves the right to change assignments given the need and demand of the overall operation. When a specific number of spaces is requested, Community Living will be prepared to house a number of participants 10% greater than the original request. However, sponsors must understand that space may not be available for additional participants beyond this number.

Requests for particular locations are honored whenever possible. Sponsors must understand that submitting a request does not guarantee that the request will be granted in full. Community Living reserves the right to modify any request to the extent that it deems necessary for the proper management of the conference program. Once a sponsor has been notified of a building assignment through the contracting process, all arrangements are considered firm.

Prior to January 31, the date of request does not influence a group's priority for a particular hall. All requests are evaluated in an effort to balance competing needs for accommodations and to use available space efficiently.

Sponsors may not make any commitments regarding housing to any of their program participants, nor distribute any information regarding rates, services, or procedures, without the prior written approval of Conference Services. Community Living is not bound to uphold any inaccurate information that is distributed without approval.

Conference Services will arrange all details pertinent to housing. Sponsors will be required to fulfill other commitments to facilitate the reservation process, such as providing a guaranteed minimum number of individuals to be housed at least two weeks prior to arrival, assigning participants to the rooms provided, and/or completing participant rosters in advance.

Space permitting, roommate requests are honored for our guests.

OCCUPANCY

Rooms are to be occupied only by the person(s) properly assigned by Conference Services. Room assignments are not transferable. Unauthorized overnight guests and subletting are not permitted. **Occupancy continues and a daily fee is due for each night an individual is in possession of a University room key.** Additional space for storage or other purposes may be arranged through Conference Services at an additional cost and based on availability.

CANCELLATIONS

A group may cancel the request for housing if done in writing 30 days or more prior to check-in date. There will be no charge for such cancellations. If a group cancels less than 30 days prior to check-in, we reserve the right to bill for 10% of the contracted request for housing space along with any other related service charges incurred for rentals or reservations.

FORCE MAJEURE: If the PROPERTY is rendered unsuitable for the conduct of the USER'S activity by reason of force majeure, the UNIVERSITY and the USER are released from their obligations under this contract. Force majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the UNIVERSITY.

ROOM CHANGES

Room changes are only permitted upon written authorization from Conference Services. Unauthorized room changes will require that the persons involved vacate the occupied room and move back to the original assignment.

FACILITIES AND FURNISHINGS

Most of the halls have lounges, kitchenettes, and recreation areas. Vending machines, along with coin-operated laundry machines are also available in each hall. Room furnishings include 2 closets, 2 dressers, 2 desks, 2 twin beds, 2 chairs, and a micro-fridge. Maid service is not available, however, common area cleaning is provided on a daily basis, Monday through Friday. Guests and/or sponsors must remove all trash from the building to appropriate receptacles.

Not all of our buildings are fully handicap accessible. If this is an issue for a participant or group we will need to know during the contract meeting to make appropriate building assignments. This will require that your entire group be housed in a location that will accommodate all of your participants. It will be the responsibility of the conference group/sponsor to let us know of any special accommodations that may be needed for their group. If notification regarding an accessibility concern is made after the contract signing, we cannot guarantee that handicap accessible rooms will be located in the same building as the rest of the participants.

For more detailed information about each building please visit the following website:

<http://www.muw.edu/communityliving/current/ResHalls.html>

ROOM CONDITION AND DAMAGE CHARGES

Prior to a group's arrival, Conference Services staff will complete a room condition report documenting the condition of the room and furnishings. A sponsor can request a copy of the report for the assigned locations to the conference at registration. Sponsors have 24 hours to report any discrepancies between the provided information and the actual condition of the room. The sponsor is held responsible for any changes in the condition of the rooms assigned to the conference and their furnishings, including linen. Damages refer to those things outside of normal use and depreciation. If damages do occur, it is the sponsor's responsibility to pay the charges and collect the amount from the responsible individual(s). The damage amount, including labor, will be reflected in the group's final bill.

Individuals must officially check out with a Conference Services staff member when vacating a room. **Keys are to be returned only to a Conference Services staff member, not to group sponsors.**

Charges due to loss or damages will be assessed through Community Living and must be paid promptly. Groups with outstanding debts are not eligible for use of University facilities. Charges for loss of or damage to equipment or defacement in any common area (such as lounges, game rooms, hallways, and bathrooms), will be charged to the conference group as well. Damages are determined by comparing prior and post-group room and common area conditions. Charges are determined by University Physical Plant or Community Living personnel, as appropriate, and reflect the labor and material costs to affect the necessary repairs. This also includes housekeeping related concerns.

ROOM KEYS

If a participant loses a room key and/or suite key, a temporary key can be obtained by contacting a Conference Services staff member. Due to security precautions, if the original key is not returned, the appropriate locks will be changed and new keys issued. The group will be billed up to \$250.00 for each key lock change. Keys may not be duplicated.

POLICY ENFORCEMENT

Individuals and group sponsors are reminded that use of a residence hall room is strictly conditioned on compliance with the requirements set forth herein, all policies of the University, and all residence hall regulations. Mississippi University for Women and Community Living reserve the legal authority to terminate this use at any time if a conference participant does not abide by residence hall and University policies. Conference participants must comply with all local, State and Federal laws. In addition to the policies described previously, the following are also enforced:

1. Occupants of University residence halls are expected to conduct themselves in a manner which is consistent with the rights and needs of other individuals on campus. For example, conference participants who are assigned to a particular residence hall may not congregate in or around other residence halls. Group sponsors are charged with the responsibility of supervising their participants in such a fashion that the safety, security, or privacy of other residence hall occupants is not disturbed.
2. Group sponsors must provide Conference Services with the names of adult supervisors (one supervisor per floor of participants) who will live in close proximity to their group. These supervisors must remain in the building where the group is assigned and be available to Housing staff during hours the group is physically present in the residence hall.
3. The following activities are of primary concern. Conference participants involved in such activities will be subject to removal from the residence halls:
 - a. Throwing objects out of/at windows or off balconies
 - b. Use or possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other participants
 - c. Removing, damaging, or in any way tampering with fire safety equipment or triggering false fire alarms
 - d. Misusing or vandalizing elevators, elevator equipment, or elevator locks
 - e. Deliberate or malicious vandalism or theft of University furnishings and/or equipment
 - f. Actions which are directly detrimental to the physical safety or health of other guests
4. Conference participants will be subject to prompt removal by Community Living for acts that are contrary to the interests of the residence hall community. Examples include, but are not limited to: crimes of violence; possession, distribution, or sale of controlled substances and/or illegal drugs; other acts which violate Federal, State, or local laws; or acts which could threaten the safety or well-being of other members of the University community.
5. The following are not allowed in the residence halls:
 - a. Pets, of any kind
 - b. Air-conditioners, washing machines, freezers and other equipment requiring more than 120 volt electricity
 - c. Refrigerators with inner dimensions larger than four cubic feet
 - d. Appliances exceeding 1800 watts or 15 amps
 - e. Hot plates, deep-fat fryers, open flames, or open coil appliances
 - f. Halogen lamps
 - g. Candles of any kind
6. No alcohol is permitted on the campus of Mississippi University for Women regardless of age.
7. Disruptions and disturbances that prevent other guests from enjoying a peaceful environment in the residence halls are not permitted.
8. The University reserves the right to enter rooms and other areas of the residence halls for the purposes of repair, maintenance or safety inspections.
9. Door-to-door solicitation or use of the residence hall facilities for profit-making activities for individuals or groups is prohibited.

10. Community Living prohibits propping open any door (including suite doors) or using any mechanical device to hold open an exterior access door.
11. Community Living reserves the right to waive or establish policies and procedures it deems necessary for the proper management of its housing programs.

MAIL

U.S. and campus mail will **not** be delivered to the residence halls. Please notify conference participants that if they would like to receive mail, it must be addressed to the sponsor's departmental office or the Community Living Office in special situations. Arrangements must be made in advance with approval of Conference Services.

STAFF

Students serve as conference staff and live in residence halls where conferences are housed. The primary role of the conference staff is to serve as a presence in the building and to provide information and answer questions about campus, residence halls, Columbus and the surrounding area. Staff members are selected on the basis of their abilities as role models, resource persons, and reliable administrators and are responsible for the administrative duties of the entire residence hall. They interpret and enforce University policies in an effort to promote an environment conducive to the safety, security, and privacy of University guests.

Conference staff will be available on site in various residence halls. Staff will promptly report any maintenance and housekeeping requests from conference participants and work to ensure that the facilities are running smoothly and efficiently. During the night, staff members will be on call in their room. Room and phone numbers will be posted for participants to contact in case of emergency or any other need.

LINEN SERVICE

Linen service can be provided as part of your room rate. Linen packets include a sheet set with a pillow, 2 towels, and a washcloth. These packets will be placed in the room on the bed prior to a guest's arrival.

A linen exchange is possible, but must be requested during the contracting process and be coordinated in advance. This is only available for guests with continuous stay longer than five days.

OTHER CHARGES

DINING SERVICES

SODEXHO dining services offers a variety of services for conference groups. Facilities are open Monday through Friday. Weekend service will be available based on the number of conference participants. If the dining facilities are closed, alternative meals can be arranged. Catering services are also available. All dining costs will be based on the guaranteed number whichever is greater. Upon receipt of your guaranteed numbers two weeks prior to your event, Conference Services will send confirmation of your dining location(s) and meal times based on campus needs, staffing, and the day of the week. The dining facility is within a reasonable walking distance on campus.

Catering Services - If a group would like to have a special banquet or reception, a variety of menus and services are provided by University Catering. All catering costs will reflect the pre-arranged minimum number guarantee as referenced in section 6.0 of the Conference Services Contract. You will be contacted by a representative from Catering Services to discuss the menu for your event. A rate quote will be provided when logistics are finalized and will be based on their current rate information at the time of event.

PARKING

Participants who plan to bring vehicles on campus must display a parking permit. Permits are available through Conference Services for \$2.50 per day (excluding weekends). Parking location will be assigned by the Campus Police

Department. The location(s) may not be near, or adjacent to your housing location, but will be within a reasonable walking distance on campus.

Arrangements for special parking needs, such as handicap parking, service vehicles, loading/unloading, etc. should be made prior to the conference to insure requested permits are available upon arrival. Conference Services will also need to know two weeks in advance if your group will have a scheduled drop off and/or pick up of participants.

Community Living and Conference Services are not responsible for parking violations, citations, or fines accrued by conference participants. Questions regarding such occurrences must be handled directly with the Campus Police Department (<http://www.muw.edu/publicsafety/>).

RECREATIONAL FACILITIES

If your group is interested in utilizing the recreation facilities operated by Campus Recreation, they may do so for a fee of \$9.00 per week per person, or \$6.00 per person for a one time visit. Campus Recreation offers a wide variety of facilities including basketball courts, a volleyball court, tennis courts, soccer fields, and weight rooms. Youth participants must be accompanied by a counselor/supervisor when utilizing both indoor and outdoor recreational facilities. There is a separate designated card for "youth" and "adult" participants. These cards must be carried at all times while using any recreational facilities. ALL participants are held accountable for policies related to our recreation facilities.

ADDITIONAL SERVICES

A rate quote for your additional service requests will be finalized upon confirmation with the specific office or department. The quote will be based on their current rate information including room set-up, equipment, staffing, and building hours.

MEETING ROOMS

Requests can be made for space in university buildings or academic classrooms. There may be a fee assessed for use of some common spaces depending on demand and location.

COMPUTER LAB SPACE - Hold

Computer lab space may be scheduled for exclusive use based on availability. There will be an additional charge of \$2.00 per login ID per day if needed for online access. The cost for exclusive use is \$40.00 for a half day (up to four hours) rental. If you are requesting University ID's, each individual assigned will need to sign an NC State User Agreement Form prior to the IDs and passwords being issued.

AUDIO-VISUAL EQUIPMENT

Audio visual equipment may be scheduled for exclusive use based on availability. There may be a fee charged depending on the piece of equipment and requested need. This will be finalized upon confirmation of logistics regarding your event.

GENERAL INFORMATION

EMERGENCIES

In the event of an emergency (police, fire, and EMS), please call Campus Police at 662-241-7777. If someone is not feeling well, our Student Health Services is available. They do have guidelines for treating visitors. They are available

at <http://www.fis.ncsu.edu/health/medical.html>. If you use Student Health Services payment is required when the service is rendered. The cost varies based on the service. Student Health Services will often require the participant to provide medical information and possibly a release form. If the individual is a minor an adult from the group will need to accompany the person to the Health Center. There are a local hospital and urgent care facilities available. Make sure to notify your staff in the even of any emergency. During the summer sessions Student Health Services hours are 8:00 a.m. to 4:30 p.m. Monday through Friday and closed Saturday and Sunday. For urgent care, the guest should arrive at Student Health Services by 4:00 p.m. to assure adequate time to be treated they close. After 4:00 p.m., the guest will need to go to a local emergency room or an urgent care center.

NOTICE OF RISK

Group sponsors must notify all participants of potential risks that may exist with Conference Housing and the group's activity at Mississippi University for Women. This notice must also be given to the parents/guardians of participants who are minors. It should be in writing. Group sponsors are responsible for identifying particular risks associated with their group activities. With respect to general risks, participants should be cautioned (i) not to go out alone or with strangers, (ii) to always keep possession of their keys, identification, and valuables (or keep them safely locked up), (iii) not to drink alcohol, take unlawful drugs, or abuse any medicated substance (prescribed or otherwise), and (iv) to comply with group guidelines, university policies, and laws. Group sponsors should provide participants with the emergency phone number of Campus Police (662-241-7777) and the campus safety information available at: <http://www.muw.edu/publicsafety/>. An officer from Campus Police is also available to speak to your group upon arrival.

In the event of a conflict in information between this document and the Conference Services contract, the contract shall take precedence.

LIABILITY, INSURANCE AND IDEMNIFICATION

The following information is stated in the contract.

“The **UNIVERSITY** shall have no responsibility for the safety and/or security of any person participating in the use of the property by **GROUP** except as may arise from the negligence of the **UNIVERSITY**. **GROUP** expressly agrees to indemnify and hold harmless **UNIVERSITY**, its officers, employees, students and agents, from all cost, loss and expense arising out of any liability or claim of liability for injury or damage to persons resulting directly or indirectly from their participation in **GROUP'S** use of the property, regardless of whether such use was authorized or not, and regardless of whether the liability or claim of liability arises out of the act or omission of **GROUP**.”

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