



Florida Institute of Technology

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2012 FACILITY USE GUIDELINES AND PROCEDURES FOR ALL SUMMER PROGRAMS

All facility arrangements for all summer programs, conferences, day and overnight camps, including overnight housing, meals, usage of the Gleason Performing Arts Center, Clemente Center for Sports and Recreation, and any other campus facilities and/or resources should be confirmed in detail with the Conference Services Bureau (CSB). All facility details and expectations will be communicated to university departments through the CSB.

For the purposes of this document, the following terminology will be applied:

- **Summer Program:** Any set of organized activities directed toward a common purpose held during summer months and which may or may not contain an overnight component. Examples include but are not limited to: departmental programs, athletics camps, youth camps, local internships, or professional conferences.
- **Participant:** All persons coming to Florida Institute of Technology with a summer program, including but not limited to: attendees, chaperones, guests of the summer program, staff members & their families.

Group leaders / summer program planners should initial at the bottom of each page of this document, indicating that they have read and agree to the guidelines as outlined. Group leaders / summer program planners are responsible for communicating the information contained in this document to all participants. Initialed documents should be returned to the Conference Services Bureau along with the signed facility usage agreement (off-campus groups) or by January 15, 2012 (on-campus groups).

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INFORMATION TIMELINE

Returned with signed contract (off-campus groups) or by January 15, 2012 (on-campus groups):

1. Submit Summer Program Information Sheet #1
2. Return initialed copy of Facility Use Guidelines and Procedures.

60 Days Prior to Arrival:

1. Schedule and Complete a Conference Call with CSB to Finalize Program Details
 - Advise CSB in writing of updated estimated participant and staff numbers and dining/catering numbers via Summer Program Information Sheet #2
 - Early Arrival / Late Departure Dates must be pre-approved by the Director, Conference Services Bureau. If approved, please notify of CSB of the specific arrival dates and times of your groups staff or others who desire accommodations before or after the summer program.
 - Advise CSB of any handicapped persons or persons with 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 and check-in arrangements and needs.

30 Days Prior to Arrival:

1. Provide Additional Deposit equivalent to 50% of anticipated program guarantee
 - For example, if you are expecting 20 participants at \$100 per day, your total anticipated cost is \$2,000. The additional deposit amount would \$1,000.
2. Submit Certificate of Insurance for Summer Program
3. Submit Letter Verifying Compliance with Jessica Lunsford Act, 1012.32 F.S.
4. By-Room Housing Spreadsheet in Excel format will be sent via email by the CSB for programs with overnight accommodations:
 - Please fill in the information necessary to assign each participant and staff member to overnight accommodation. After completing the spreadsheet, return it to CSB via email by the due date, 10 business days prior to arrival. It is expected that all members of your group will be arriving and departing on your group check-in and departure days that were agreed upon. If special arrangements have been made for early arrivals or late departures, please put the different arrival/departure dates next to the names of the respective individuals.

10 Business Days Prior to Arrival (see Facility Usage Agreement for due date):

1. Submit Summer Program Information Sheet #3
 - Final guarantee numbers for summer program for housing, linens, and meals must be provided on Information Sheet #3.
2. Submit By-Room Housing Spreadsheet via email (overnight programs only)
3. Submit Roster of Participants (non-overnight summer programs only)
 - Please submit full names of all participants in the summer program in Excel-document via email.
4. Submit each participant's **ORIGINAL** signed General Liability and Indemnity Release Form (Forms A or B) in alphabetical order
 - Late or walk-up registrant forms must be provided to CSB within 24-hours of the start of summer program.
 - If late or walk-up registrant does not provide form by Day 2 of summer program, participant should not be allowed to participate in summer program until Form D or E is returned.
5. Submit a copy of your Summer Program Schedule of Activities / Meeting Agenda

Day of Arrival

1. Perform walkthrough of all facilities with CSB staff member to note existing room conditions prior to participant check-in.
 - For local groups, walkthroughs may be scheduled in advance of summer program arrival day. Please contact the CSB if you would like to schedule your walkthrough prior to arrival day.

The Day Following Check-In

1. Submit By-Room Housing Spreadsheet via email, *if room assignments, participants, or dates have changed* (overnight programs only)
2. Submit finalized roster of participants if roster has changed (non-overnight programs only)
3. Submit each participant's **ORIGINAL** signed General Liability and Indemnity Release Form (Form A or B) in alphabetical order for late or walk-up participants.

The Last Day of Your Program

1. Complete walkthrough of all facilities with CSB staff member to note room conditions.

Following Your Program

1. At the conclusion of your summer program, the CSB will send an invoice within 30 days, itemizing all costs including housing, meals, special equipment use, meeting venue rental, catering, etc.
2. Full payment of the balance on the final invoice will be due within 30 days of the date on the invoice.
 - Group leadership / summer program planners will have up to 10 business days from the date of invoice to question any charges therein, with supporting documentation, and Florida Institute of Technology will seek to resolve any written concerns.
 - A late fee of 1.5% of the outstanding balance will be charged after the due date, with a minimum charge of \$10, and for each subsequent 30-day period of delinquency.

PRIMARY CONTACT PERSON

Each summer program must identify an on-site primary contact person for the time that the program is taking place on campus. For overnight programs, the primary contact person should be the first person to check in and the last person to check out, and be available on-site at all times to assist with program needs.

The primary contact person is expected to:

- Maintain medical release forms for all participants in conference
- Conduct or assign a designee for pre- and post- program walkthrough of residence halls (overnight programs only)
- Take clear responsibility for their program (including participant conduct)
- Maintain close communication with the CSB throughout the duration of the summer program
- Be familiar with the policies as outlined below
- For overnight programs:
 - Assist participants who have been locked out of their rooms (see Master Key policies below)

BACKGROUND CHECKS

- ☞ Operator will adhere to the Jessica Lunsford Act, 1012.32, F.S., requiring all Operator service personnel who are permitted access to the Florida Tech campus; must meet Level 2 screening requirements as described in s. 1012.32, F.S. Upon request by Owner, Operator will provide verification of Level 2 background screenings of all Operator service personnel assigned to the Florida Tech campus. Operator will retain such record for the entire term of the Agreement and for a three year period beyond expiration.
- ☞ A minimum of 30 days prior to arrival on campus, acknowledgement of compliance to the Jessica Lunsford Act should be provided via letter addressed to the attention of the Director, Conference Services Bureau.

CHAPERONES

- ☞ Youth groups (high school age and younger) must have a minimum of one (1) adult chaperone for every ten (10) youth.
- ☞ Chaperones should maintain discipline over the group, particularly during meal times and when group is moving from one venue to another across campus.
- ☞ CSB staff are not available to act as chaperones or to plan programming for overnight participants. It is the responsibility of each sponsoring group to provide adult leadership and to plan activities for participants staying overnight.

CHILDREN IN THE RESIDENCE HALLS

- ☞ All persons will be included for billing purposes in the final invoice sent to the program sponsor, and charged at the full per-person overnight rate, even if a child is only accompanying a parent who is the actual program participant.
- ☞ Child care and/or nursery facilities and services are not available at Florida Institute of Technology.

CURFEW

- ☞ **Program leadership must be in the residence halls and available to the participants at any time that any participants are in the halls. *This is especially critical for youth conferences.***
- ☞ Dependent upon circumstances, a curfew may be required by Florida Tech Security for the safety of campus. If such a curfew is implemented, all conference participants will be expected to abide by the policies and procedures as directed by Florida Tech Security.

DAMAGES & EXCESS TRASH

- ☞ It is Florida Institute of Technology's expectation that residential summer programs will **NOT** engage in activities that would result in participants returning to the residence halls wet, muddy, or covered in substances that could be tracked into the building or leave excess residue in shower rooms.
- ☞ The Primary Contact Person (or designee) is required to conduct a building walkthrough along with the Director, Conference Services Bureau (or designee) prior to the start of a residential summer program. During the pre-program walkthrough, a list of existing damages will be recorded.
- ☞ After a group has departed, Conference Services Bureau staff and the Primary Contact Person (or designee) will check each room and make a list of new damages (if any). Charges for these damages will be made to the summer program sponsor on the final invoice. The Conference Services Bureau does not bill

individuals; it is the responsibility of the summer program sponsors to determine if it wants to recoup damages caused by individual participants.

- ☞ Summer program leadership should make participants aware that the group will be held responsible for damages and excessive trash in the residence halls and/or dining facilities. Please note that additional charges may be assessed for:
 - Mattresses moved from one room to another
 - Furniture that is moved from one room to another
 - Rooms, bathrooms, public areas, or kitchens are left extremely dirty
 - False fire alarms
 - Damage to network, telephone, or cable TV jacks
 - Damage to fire protection equipment

DISCIPLINE

- ☞ **IMPORTANT NOTE: Youth programs (high school age and younger) must have one (1) adult chaperone for every ten (10) youth.**
- ☞ Discipline is the responsibility of the program leadership.
- ☞ A list of chaperones' names, room numbers, and contact phone numbers (if possible) should be given to the CSB immediately following check-in.
- ☞ Rules of conduct as outlined in the Florida Institute of Technology *Student Handbook* also apply to summer program participants. The *Student Handbook* is online at <http://www.fit.edu/studenthandbook> for summer program leaders to use as a resource in talking to participants about the kind of behavior expected of them at Florida Institute of Technology. *Smoking, alcohol, and drugs are specifically prohibited inside campus facilities.*
- ☞ Any misuse of campus facilities may be cause for a summer program to be restricted from future participation in university summer programs.

GENERAL RELEASE AND INDEMNIFICATION FORM

- ☞ Every adult participant or parent/legal guardian of under-age participants will need to fill out IN INK the appropriate release forms. **(A separate form MUST be filled out for each person even if they are a part of the same family.)** Group leadership will need to photocopy the appropriate number of forms necessary for their group(s).
- ☞ All individual participants age 18 or older will need to sign a release (FORM B) **and** the parents or legal guardians of all individual participants under the age of 18 will need to sign a release (FORM A). **Group leaders need to check the forms for accuracy and completeness.**
- ☞ If group leaders do not receive a signed form, the minor or adult participant should not be allowed to participate or register in the summer program until an accurate and complete form is received and it has been verified by the CSB.
- ☞ For participants who “walk-up” to a check-in, a signed form must be returned to the CSB within 24-hours of the start of the summer program, or the participant should not be allowed to participate in the summer program.
- ☞ **IF ANY FORM HAS BEEN ALTERED, MARKED WITH REVISIONS IN ANY WAY, OR HAS NOT BEEN PROPERLY SIGNED, THE PARTICIPANT WILL NOT BE ABLE TO PARTICIPATE OR REGISTER ON CAMPUS UNLESS ANOTHER FORM IS COMPLETED CORRECTLY AND WITHOUT ALTERATIONS.**

GOLF CARTS

- ☞ Summer program sponsors wishing to rent golf carts for the duration of their summer program may do so from a vendor of their choice. Florida Institute of Technology does not rent golf carts to external groups. However, only participants who have completed the MVR Request Form and who have been approved by the university are allowed to drive golf carts on Florida Institute of Technology campus. Groups should allow at least three (3) weeks from the time of submittal of the MVR Request Form for approval notification of authorized drivers.
- ☞ Additionally, all approved drivers will be required to sign and return a Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement Form indicating they have read and agree to comply with the Golf Cart Policy & Procedures document.
- ☞ Electrical outlets are not available to charge golf carts.
- ☞ Golf carts that will be utilized at night must be equipped with working headlights and taillights.
- ☞ Golf cart parking areas will be designated upon arrival of the summer program to campus.

GUARANTEE NUMBERS

- ☞ A minimum of 10 working days prior to program arrival, summer program leadership should be prepared to provide a final guarantee number for their program for housing and/or meals. The charges for which the sponsor will be liable will be based on the guaranteed number or actual number of participants, whichever is greater.
- ☞ Guarantees are based on the following rules:
 1. Invoice amounts will be no less than the guaranteed number of participants.
 2. Every attempt will be made to accommodate groups in excess of 105% of the guarantee; however, the university does not guarantee availability of facilities, food or lodging in excess of 105% of the guaranteed number.

HOUSING ASSIGNMENTS

- ☞ Housing Assignments are made via an Excel spreadsheet. The building-specific, by-room spreadsheet will be sent to each primary contact person electronically via email. The primary contact person or designee is responsible for entering all requested information and sending back to the Conference Services Bureau electronically, via email.
- ☞ Unless an arrangement is made to receive it sooner, the blank housing assignment spreadsheet will be emailed approximately three weeks before check-in.
- ☞ The completed spreadsheet is due back to the Conference Services Bureau 10 business days prior to group arrival.

HOUSING CHECK-IN

- ☞ Check-in is limited to a maximum of three (3) hours. Conference Services Bureau staff may not be available outside of these hours to immediately check participants into their rooms. Exceptions to the time limit may be made for large conferences (greater than 300 participants).
- ☞ Summer program leaders who plan to arrive in advance of (or stay later than) their group must include this on their contract with the Conference Services Bureau.
- ☞ The By-Room Housing Assignments Excel document should be provided to the CSB 10 working days in advance of summer program arrival, so that appropriate access keys and cards can be prepared.

- ☞ If there is a need for a change in times or if there is an individual problem, program leadership should contact the Conference Services Bureau to determine what options might be available.

HOUSING CHECK-OUT

- ☞ Check-out is limited to a maximum of three (3) hours. Exceptions may be made for large conferences (greater than 300 participants). Early check-out times should be arranged in advance with the Conference Services Bureau so that staff can be available to assist.
- ☞ No participant may remain in a residence hall room after the designated group check-out time.
- ☞ **It is very important that all participants check out with appropriate Florida Institute of Technology staff.** At that time, keys and access cards will be returned and a record will be made of the departure date of each guest. The group will be billed only for actual nights stayed, except where individuals leave early without checking out with Conference Services Bureau staff.
- ☞ **IMPORTANT NOTE:** Individuals who fail to check out with Conference Services Bureau staff will be charged for the full time the group resided in the hall. Any group who fails to complete proper check-out will be charged per person for an additional night.

INSURANCE

- ☞ All groups **MUST** provide the University with a copy of a current and valid **CERTIFICATE OF INSURANCE** (issued by an insurance agency/company legally authorized to provide comprehensive liability coverage in the State of Florida) naming the Florida Institute of Technology (Florida Tech) as additionally insured and covering both General Liability and Worker's Compensation. All policies **MUST BE COMPREHENSIVE GENERAL LIABILITY INSURANCE** and have a *minimum coverage in the amount of one-million dollars*.

INTERNET ACCESS

- ☞ Upon request of the summer program sponsor, wired computer access in individual residence hall rooms may be arranged for the duration of a residential summer program participants at no additional cost. Users must supply their own Cat-5 / Ethernet cable to connect to the wired internet.
- ☞ All users are expected to abide by the Acceptable Use Policy for Campus Information Technology Services. This policy is located online at: http://assets.fit.edu/scripts/policy_view.php?id=175.
- ☞ Notification of room assignments for any individuals needing internet must be made to the Conference Services Bureau a minimum of 10 business days in advance of arrival in order for network setup to be completed prior to group arrival.
- ☞ Wireless network access is available via the FIT-Guest network in many facilities on campus, but wireless is not available in most residence halls. The wireless FIT-Guest network requires the use of a security code which changes weekly. Please advise the CSB if summer program participants need to access the FIT-Guest wireless networking, and the security code will be provided upon program arrival to campus.

LIFEGUARD / SWIMMING POOL

- ☞ Florida Tech Aquatic Center recreational pool may be available for use by summer programs. Arrangements should be made well in advance for all requested pool use. All persons in the pool area are expected to abide by posted pool rules.
- ☞ Florida Institute of Technology will provide a lifeguard during such times as the Aquatic Center is in use. Lifeguards are \$20 per hour, with a minimum of 1 lifeguard per 15 swimmers. Lifeguards will arrive 30

minutes prior to scheduled start of pool usage and remain 15 minutes after the last participant has departed for safety purposes, *and are paid for this time*. All charges for lifeguards will be billed to the sponsoring group on the final invoice.

- ☞ The pool may be closed at the discretion of Aquatic Center and/or Conference Services Bureau due to weather or maintenance. Advance notification to affected summer programs will be made in as timely a manner as possible.

LINEN SERVICES

- ☞ Linen packets are available for conference participants who do not wish to bring their own linens. All linen needs should be communicated to the CSB a minimum of 10 business days prior to program arrival.
- ☞ Linen packets include two (2) sheets, one (1) blanket, one (1) pillow, one (1) pillow case, two (2) bath towels, one (1) hand towel, and one (1) wash cloth. Cost per linen packet is \$14 and will be included in the final invoice.
- ☞ For summer programs lasting greater than seven (7) days, a linen packet change is required once per week (or every seven (7) days) for health and sanitary reasons. These additional linen packets will be charged at the regular linen packet rate of \$14. Arrangements for the delivery of fresh linen packets and pick-up of dirty packets will be made with each individual summer program.
- ☞ At the conclusion of the summer program, leadership should instruct participants to leave the linens in their room. Conference Service Bureau staff will collect and inventory linens after summer program departure. Summer program leadership will be advised within 5 business days of missing linens, charges for which will be included on the final invoice.

LOCKOUTS

- ☞ Conference Services Bureau on-call staff members will be available to assist the Primary Contact Person with participants who are locked out of their rooms. The CSB will meet with the Primary Contact Person and participant who is locked out and unlock the door for the participant. **For security reasons, both the Primary Contact Person and the participant must be present in order for the CSB to unlock the door. Each unlock will be billed to the summer program at a rate of \$10 per lock-out.**

LOST ITEMS

- ☞ Florida Institute of Technology is not responsible for lost or misplaced items. Participants who have lost or misplaced an item may contact Florida Tech Security at (321) 674-8111 to determine if the item has been turned in.

MAIL SERVICE

- ☞ All mail and packages shipped to the summer program should be addressed as follows. It is vital for timely delivery that both the individual name AND summer program name be included on all mail.

First and Last Name of Individual AND Program Name
c/o Conference Services Bureau, Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901

MEAL SERVICE

- ☞ A minimum of 10 working days prior to summer program arrival, program leadership should be prepared to provide a final guarantee number for their meals. The charges for which the User will be liable will be based on the guaranteed number or actual number of participants, whichever is greater.
- ☞ Guarantees are based on the following rules:
 1. Invoice amounts will be no less than the guaranteed number of participants.
 2. Every attempt will be made to accommodate groups in excess of 105% of the guarantee; however, the university does not guarantee availability of facilities, food or lodging in excess of 105% of the guaranteed number.
- ☞ Although the Conference Services Bureau will do its best to assign summer programs to their preferred meal times, summer programs may be asked to adjust their schedules to allow for accommodation of all summer guests in Panther Dining Hall.
- ☞ Special ADA accommodations for meals are available upon request. All ADA needs should be communicated to the Conference Services Bureau a minimum of ten (10) working days prior to summer program arrival.
- ☞ Group leadership will be provided with meals-only swipe cards. Leadership should inform all participants that all swipe cards will be returned to Florida Institute of Technology at the conclusion of the conference, and as such cards should not be damaged (including marking or placing stickers). Cards that are damaged and must be re-printed will be billed to the sponsoring group at the same rate as a lost card (\$25 per card).

MEDICAL RELEASE FORMS

- ☞ Every adult participant or parent/legal guardian of under-age participants will need to fill out IN INK the medical information form. **(A separate form MUST be filled out for each person even if they are a part of the same family.)** Group leadership will need to photocopy the appropriate number of forms necessary for their group(s). **Group leadership will need to check the forms for accuracy and completeness.**
- ☞ If group leadership does not receive a signed form, the minor or adult participant should not be allowed to participate or register in the program until an accurate and complete form is received.
- ☞ The Medical Information Form is a highly confidential document and in some instances needs to be retrieved by group leadership in the case of an injury. The Conference Services Bureau **will not** collect these forms from group leadership prior to the summer program's campus visit. A designated member of the summer program staff will need to retain these forms and if/when one of the program's participants needs to visit the health center, local emergency clinic, or hospital.
- ☞ A representative from the Conference Services Bureau may, at any given time, need to call the Primary Contact Person or his/her designee and retrieve a particular participant's form should an emergency or legal question arise. The Primary Contact Person should be able to retrieve the forms quickly. If the Primary Contact Person is not always available, it is the responsibility of the summer program to make sure there is someone who is able to retrieve the forms.

MICROFRIDGE RENTAL

- ☞ Each room in Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall has one (1) Microfridge, a combination refrigerator, freezer, and microwave. All Microfridge units are cleaned, covered, and locked via special zip tie prior to summer program arrival.
- ☞ Residential summer program participants wishing to utilize Microfridge units may rent the units a rate of \$20 per week. Exceptions may be made for participants with a medical necessity, and these issues should be discussed a minimum of ten (10) days in advance with the CSB.

- ☞ At the conclusion of each summer program, all Microfridge units found to have a broken zip tie on the Microfridge cover will be assumed to have been used by summer program participant, and will be billed to the sponsoring group at the rate of \$15 per week.
- ☞ Apartments in Columbia Village and Harris Village have a full-sized refrigerator included in the apartment at no additional cost.

PARKING

- ☞ Group leadership will receive temporary parking permits electronically via email approximately 10 business days prior to group arrival.
- ☞ Parking permits should be copied and provided to all participants who will be parking vehicles on campus during the summer program.

RESIDENCE HALL SECURITY

- ☞ For the safety of all conference guests, all residence halls are secured 24-hours per day. Entry for summer program groups is available via individual card swipe and/or standard hard key. All participants will be expected to carry their access cards/keys at all times.

RESIDENT ASSISTANTS

- ☞ Youth groups (high school age and younger) must have one (1) adult chaperone for every ten (10) youth.
- ☞ CSB staff is not available to act as Resident Assistants or to plan programming for participants. It is the responsibility of each sponsoring group to provide adult leadership and to plan activities for participants staying overnight.

ROOM KEYS

- ☞ Residence hall access is via a combination of card-lock access systems and traditional hard keys. Summer program groups with meal cards will have those cards programmed to also act as building/suite/room keys in these halls.
- ☞ Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall have card-locks on front access doors and rooms are hard-key locks. Columbia Village and Harris Village apartments are accessed via card-lock on the front suite door and hard-key for individual rooms.
- ☞ Group leadership should inform all participants that key cards will be returned to Florida Institute of Technology at the conclusion of the conference, and as such cards should not be damaged (including marking or placing stickers). Cards that are damaged and must be re-printed will be billed to the sponsoring group at the same rate as a lost card (\$25 per card).
- ☞ In Columbia Village, bedrooms doors within the apartment automatically close and lock. There is no way to set these doors to unlock; therefore, it is vital that the hard key access to these doors be carried at all times when leaving the bedroom to avoid accidental lock-outs.
- ☞ At check-in, each participant must check out his/her own key and key card. Group sponsors cannot pick up or return blocks of keys unless approved and arranged in advance with the Conference Services Bureau. **Each summer program participant must check out at the conclusion of the summer program and turn in his/her key and/or meal card, or an improper check out fee of \$50 per participant will be assessed to the sponsoring group.**
- ☞ Five (5) additional meal cards without room access will be provided to the sponsoring group in the event that a participant loses his/her issued card. Any replacement cards issued to participants will need to be

programmed for building / room access by a representative in the Campus Services Office in Evans Hall, open Monday through Friday from 8 a.m. – 5 p.m.

- ☞ Lost, damaged, and unreturned key cards will be billed to the sponsoring group in the final conference invoice at \$25 per card, and hard keys will be billed at \$75 per key.

ROOM KEYS, MASTER HARD KEYS

- ☞ Master hard keys are not available for checkout. A lost key could mean the entire building would have to be re-keyed at extensive cost to the summer program.
- ☞ Conference Services Bureau on-call staff members will be available to assist the Primary Contact Person with participants who are locked out of their rooms. The CSB will meet with the Primary Contact Person and participant who is locked out and unlock the door for the participant. **For security reasons, both the Primary Contact Person and the participant must be present in order for the CSB to unlock the door. Each unlock will be billed to the summer program at a rate of \$10 per lock-out.**

ROOM KEYS, MASTER KEY CARDS

- ☞ Only the Primary Contact Person will be authorized the check-out of a master key card for residential summer programs. (An exception may be made for large groups.) The person issued the master key card must be 21 years or older.
- ☞ Each person who receives a master key card will sign a release form stating the responsibilities of having a master key card and the liabilities for its loss.
- ☞ A master key card is to remain with the person to whom it is issued at all times. No one else should use it or have access to it. If a participant locks himself/herself out of his/her room, suite, or building, the Primary Contact Person must not loan him/her the master key card to unlock the room. The Primary Contact Person will need to go to the room, suite, or building and unlock it personally.
- ☞ If the master key card is lost, the group will be assessed a minimum charge of \$250.00. Depending on the circumstances, there may be the necessity to re-key an entire building or buildings. If the University determines that necessity, the sponsoring group would also be responsible for that cost.

ROOM OCCUPANCY

- ☞ One (1) bed will be provided for each participant in either a single-occupancy room (Columbia Village and Harris Village) or double-occupancy room (Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall). It is expected that all beds in a room will be filled.
- ☞ Exceptions to this policy may include, but are not limited to, an odd number of participants or adult leaders with a youth program.
- ☞ If space allows, sponsoring groups may request to have one double-occupancy room occupied by a single participant. If this request is approved by the CSB, the sponsoring group will be charged an additional 50% more per person per night for those participants occupying these “double-as-a-single rooms.” For example, if the room rate per person per night is \$20, then the new room rate per person per night would be \$30 (which is \$20 x 1.5).
- ☞ Special ADA accommodations may be available. All ADA needs for housing should be communicated to the Conference Services Bureau as soon as possible, but a minimum of ten (10) working days prior to summer program arrival.

SAFETY & SECURITY

- ☞ Florida Institute of Technology maintains a 24-hour security presence on campus. The responsibilities of the campus security office are:
 - to monitor the area in and around the residence halls for potential threats to summer program safety
 - to assist with emergencies
- ☞ You may reach the Campus Security Office at (321) 674-8111.

SALE OF MERCHANDISE & ADVERTISING

- ☞ There are to be no sales of food or drink items on campus other than by University Dining Services or from vending machines that are already placed in the buildings.
- ☞ Summer programs may have a camp store in the residence hall for the purpose of merchandising items that are specific for that organization and camp (e.g., cheerleader clothing and equipment for cheerleader camps). This should be discussed in advance with the Conference Services Bureau.
- ☞ Summer programs are responsible for all signage related to their program. All signage needs and placement should be discussed in advance with the CSB.
- ☞ No banners may be affixed to the exterior of campus buildings.

SMOKING

- ☞ Smoking is not permitted in any campus facility.

SOUND ORDINANCE

- ☞ The City of Melbourne has sound ordinance that may affect outdoor events hosted by summer programs. Per the Ordinance, sounds above 65 decibels are not allowed, and all events involving amplified noise must be completed by 10 p.m. The full text of the noise ordinance is available from the Conference Services Bureau upon request.

TELEPHONES

- ☞ Group leaders may bring phone instruments and will be allowed to connect them to the campus system in the residence hall rooms. The University does not provide phone instruments for this purpose.
- ☞ Long distance calls must be made by credit card only. Group leaders are cautioned to make certain that long distance calls disconnect at the end of the call (pick up the receiver and make certain a new dial tone can be heard). The University cannot assume responsibility for long distance charges, even if as the result of a phone instrument failing to disconnect a call.
- ☞ Participants are not to accept collect calls nor attempt to bill long distance calls to any campus phone extension. Participants who do so will incur significant charges that will be passed on to the sponsoring group.

CHARGES FOR CLEANING AND DAMAGES

These charges reflect the costs of repairs, replacement, and fines. The list below is a partial one. *These figures are only approximate; special circumstances may require other charges.* All charges will be billed to the sponsoring group if responsibility for damage cannot be conclusively determined prior to check-out. For more specific information, summer program sponsors should contact the Conference Services Bureau.

CLEANING CHARGES

Rooms, bathrooms, public areas, or kitchens left extremely dirty	\$ 10 – 100
Failure to remove trash when vacating a room	\$ 10 – 100
Removal of graffiti (can be higher if item has to be replaced or refinished)	\$ 10 – 50
Removal of glitter, stickers, paint, or double-stick tape	\$ 10 – 50

REPAIR CHARGES

Damaged Network / Telephone wall jack	\$ 30
Patch (nail or tack) holes in the wall (per square foot)	\$ 20
Repaint room	\$ 160

FINES

Improper check-in or check-out	\$ 50 per guest
Lost hard key	\$ 75
Lost key card	\$ 20
Lost master key	\$ 100 & up
False fire alarms	\$ 500
Furniture, mattresses, or furnishings that are moved from one room to another	\$ 25 min.
Dismantling University furnishings, doors, or door closures	\$ 25 min.