

Campus Policy

Information

Additional Services

A person or persons must be identified from a group as responsible for requesting services not included in the contract. If the requests can be accommodated, a designee must initial in the contract folder by each additional service requested.

Insurance Requirements

Pacific Lutheran University requires all sponsoring groups to provide a certificate of insurance of General Liability Insurance and Auto Insurance (owned and non-owned), if applicable, specifying date(s) of coverage, insurance carrier, and policy agent, no later than thirty days prior to the event. Liability Insurance must be for a combined minimum of \$1,000,000. Pacific Lutheran University must be named as additional insured. Sponsor's insurance company shall provide thirty days prior notification of any reduction in coverage.

Event Cancellation Insurance

Some organizations provide coverage to protect their investments from unforeseen situations. Natural disasters or other situations may require an event to be cancelled, possibly resulting in significant losses to the organization. Groups may want to consider event cancellation insurance for an event. For more information, contact any commercial insurance organization.

Voicemail Service

Each group may be assigned a voicemail box upon request, accessible 24 hours a day. This box may be used for messages, that the sponsor can check from any phone on campus, and also from off-campus. The number to this line may be published as a message number for the group once the number is established. This allows messages from family members, or guests, to reach the specific group directly as PLU staff is unable to notify guests when they have a message. The voicemail number will be divided into separate boxes for each group. A caller needs merely to follow the instructions to choose the appropriate group name and leave a message. The voicemail service may be activated up to three (3) days prior to and three (3) days after a group's stay.

Emergency Locator Service

In the case of a true emergency, we will locate a sponsoring group staff member and relay the message to the staff person. Our emergency locator service can be reached 24 hours a day at (253) 531-6900. Callers should be prepared to give the name of the person, the conference group name, and a return name and phone number. Please note: This is for emergencies only. For all non-emergency communication, use the voicemail service.

Parking

The Policy and Regulations Manual contains a campus map with conference and visitor parking

marked. We encourage you to reproduce the map and distribute to members of your group prior to check-in. Conferences and Events may send a master copy of a parking pass to the sponsor and the sponsor may make as many copies as is appropriate. Secured parking may be available for a service fee in the Tinglestad lot. Parking cards are necessary and must be arranged prior to the conference.

Keys

Keys will be issued at the beginning of the group's stay at no charge. Room keys may not be duplicated or given to another person. A guest who illegally possesses, uses, or duplicates a University key will be subject to legal action.

Quiet Hours

The timeframe between the hours of 10:00 PM and 8:00 AM has been designated as quiet hours in the residence halls. Guests should keep noise to a minimum in consideration of others.

Pets

Pets are not allowed in campus buildings, including residence halls. Guests staying at PLU should not bring any pets or animals with them.

Lost or Stolen Items

PLU is not responsible for lost or stolen items. Avoid leaving personal items unsecured. Guests should lock their room door when not inside. Should a guest lose an item, the Conferences and Events Office should be contacted immediately. PLU may send lost items to guests upon arrangement with the guest. All lost and found will be discarded or donated to charity after August 31.

Advertising

Any advertising involving "PLU", Pacific Lutheran University, or "Lutes" must first be approved by the Conferences and Events Office. Please present all promotional materials to PLU for review in advance of the intended distribution dates. Pictures of the university may be requested from the Conferences and Events Office for publication. No photographs of the university, regardless of origin, may be used without the approval of Conferences and Events. "PLU" or Pacific Lutheran University should not be listed or inferred as a sponsor of any event. An example of appropriate language in a brochure and/or distribution material is as follows, "Washington Forestry Association Annual Conference held at Pacific Lutheran University."

Solicitation/Commercial Activity

Commercial solicitation is not permitted on the campus of Pacific Lutheran University. Companies and their representatives or conference guests may not post or distribute promotional materials nor attempt to make sales (including phone or room-to-room contacts). Exceptions to this policy are as follows:

Vendor Sales - Upon approval from the Conferences and Events Office, commercial sales may occur on the campus only if a vendor is appropriately licensed and if 51% of the proceeds are contributed to a non-profit organization. This includes sales, orders, rainchecks or any other form of transfer (other than product information). Documentation may be required.

Vendor Exhibits - Upon approval from the Conferences and Events Office, vendors or other organizations may distribute information about their products/services. This exhibit is an informational source only, allowing the transfer of information without conducting any sales or ordering procedures.

Removal From Campus - Individuals

In some cases, a person may be required to leave campus. The university reserves the right to remove a conference guest in the following situations:

- The guest's conduct violates PLU policies.

- The guest's conduct creates a risk or burden for staff and/or other guests.

PLU conference staff will work with the sponsoring group to identify a person's behavior that requires their removal from campus. Should a person be required to leave campus, the projected charges will be the responsibility of the sponsoring group.

Removal From Campus - Groups

In some cases, due to the cumulative misconduct of guests, a conference group may be required to leave campus. The university reserves the right to remove a conference group in the following situations:

- Group members violate PLU policies.

- Group's conduct creates a risk or burden for staff and/or other guests.

Should a group be required to leave campus, the projected charges will be the responsibility of the sponsoring group.

Non-Cooperation

Non-cooperation is an issue whenever a guest refuses to cooperate with a member of the university community. Some examples are:

- Belligerent or hostile behavior.

- Giving false information to any university staff member.

- Hindering a staff member who is confronting a possible violation of university policy.

- Examples of hindrance include:

 - Denying a staff member entrance into a room when s/he has reason to believe a policy or legal violation is occurring.

 - Withholding information requested by a staff member.

 - Refusing to pour out alcohol, or relinquish items that staff are asked to confiscate as part of policy enforcement.

Cooperation is seen as very important to the university community. Issues of non-cooperation may result in a participant's immediate removal from campus.

Concern for Property/People

Over 1000 individuals may live on PLU's campus at any given time. With so many people sharing small spaces, pranks and fun can easily get out of hand and cause potential harm to people and damage to property. Please review the following:

- The roofs of all campus buildings are off limits to campus guests. Climbing university buildings is similarly prohibited. Entering or exiting buildings through any window is not permitted.

- Objects may not be thrown, poured or dropped out of any window. This includes water and other beverages, water balloons, fireworks and empty bottles or cans.

- Pranks which may cause safety/health hazards or property damage are also violations of university policy. Examples of activities which cause concern are setting off fireworks, "pennying" rooms (a very serious fire hazard), using slingshots, overloading elevators, playing hall or lounge sports, or engaging in water or shaving cream fights.

This list is not exhaustive. It is the sponsor's responsibility to think ahead and plan to have fun without endangering group members, others or PLU's property.

Alcohol

The following policy has been established in recognition of Washington State Law and out of a desire to create a living/learning environment consistent with the University goals and mission: “The use or possession of alcoholic beverages is prohibited on campus and in the residence halls. The University reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Intoxicated or disorderly conduct is also prohibited.”

Drugs, Narcotics, and Acids

The use, possession, or distribution - or in any way assisting anyone to use, possess or distribute - any dangerous and/or illegal drugs, narcotics, or acids (as defined by federal law and the R.C.W. Controlled Substance Act F) is prohibited. Substances and or paraphernalia so prohibited will be confiscated and disposed of by University staff members and appropriate legal action initiated.

Weapons

Prohibited items include, but are not limited to, firearms (including antique and non-firing), large knives, swords, switchblades, archery equipment, martial arts weapons, bludgeons, nightsticks, stun guns, paint guns, BB guns, pellet guns, and any other item with the primary purpose of inflicting injury or harm or wielded as such. Also prohibited are explosives of any variety, including fireworks of any category.

Harassment

Pacific Lutheran University is an educational community where strong emphasis is placed on self-awareness and consideration for the well-being and feelings of others. While there exists an atmosphere for freedom of expression, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at the University.

Emergency Response

Daily life on campus at PLU holds few major surprises. If an emergency does arise, it is essential that everyone is prepared. Guests' roles are limited to the following steps:

Exit the building by means of an end stairwell if possible. Emergency officials (i.e. the fire department) use the main stairwells, especially of residence halls, for access, requiring guests to avoid those. If the fire alarm is not sounding and the residence hall needs to be evacuated, pull the nearest fire alarm pull box on your way out.

In the event of an emergency, everyone must evacuate. Non-evacuation is subject to a fine by Pierce County Fire Department. PLU policy requires that those with disabilities be moved by an escort to an end stairwell. The escort then must leave the building and contact the first firefighter on the scene and report the exact location of the disabled person.

Firefighters will evacuate persons with disabilities as a priority.

Do not use any elevator.

Gather in a central location immediately outside the building.

If the emergency has passed, you will be permitted to re-enter the building after the proper authorities have indicated that you may do so.

If the emergency is ongoing, you will be directed to a central location to facilitate the distribution of information regarding the emergency and the proper response.