

PACIFIC LUTHERAN UNIVERSITY
CONFERENCES AND EVENTS

Policy & Regulations Manual

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On-Campus Housing

Residence Hall Assignment

Residence halls will be assigned by PLU staff. Assignments will be made based on the projected number of guests, and may be altered to adjust for a change in expected attendance. Each residence hall is generally in close proximity to the rest of campus. No residence halls are air-conditioned. Most rooms have an individual heating system. Most residence halls do not have an elevator.

Housing Count

Two weeks prior to the start of the conference, a guaranteed housing count must be communicated to the Conferences and Events Office. Hall assignments are made based on expected numbers given at time of date confirmation. Although Conferences and Events will work to accommodate changes, an increase of more than 10% over the expected numbers may not be able to be accommodated. Conferences and Events suggest a registration deadline at least two weeks prior to the conference to allow for unexpected changes. If the actual count is lower than the guaranteed count, the sponsor will be charged no less than 95% of the guaranteed count.

Hall Access

For security reasons, residence halls will be locked 24 hours a day, even during times when the hall desk is staffed. For security reasons, hall doors are not to be propped open. Each room key will allow access into the residence hall, so it is advised that each guest carry their key with them at all times.

Hall Desks

Each residence hall has a front desk that will normally be staffed from 7:00 AM until 9 AM and 9 PM until 11 PM when a group is residing in the hall. The desk may be closed while a group is on an excursion or during extended meetings, or may be open for extended hours during a group's check-in or checkout, or other times as arranged. The front desks may be used to post group schedules or other information of interest.

Keys

At the time of check-in at the residence hall each guest will be given one key for the room they have been assigned. This key will open both the assigned room and the residence hall entry doors. For security reasons, the residence hall entry doors will remain locked 24 hours per day. Only the person(s) staying in the assigned room will be given a key.

Lockouts

When the residence hall desks are open, our staff is available to open doors for guests that have locked themselves out of their rooms. At other times, guests may call x7494 for assistance. Please do not call Campus Safety for a lockout.

Lost Key Charge

A charge of \$25.00 will be assessed for each lost key. This fee will be added to the sponsor's invoice, and may be assessed by the sponsor to the person responsible. PLU will not accept payment for a lost key directly from a guest.

Room/Hall Changes

After the final housing assignments have been made prior to check-in, room or hall changes may not be permitted. In the case of a medical, family, or other emergency, we will attempt to accommodate requested changes. Before making any changes, they must be communicated to the conference staff by a member of the sponsor's organizing committee. In some situations it may be necessary to reassign the room or hall arrangements. PLU reserves the right to make any changes in room or hall assignments without notice to the sponsor.

PLU Conference Staff

Each hall will house conference aides. There will be a hall supervisor responsible for the general operations of each hall. Each night that a group is staying in a hall, there will be at least one person "on duty." Should a conference guest have a concern, the on duty conference aide's number will be posted at the front desk. Phones are located outside each residence hall should a guest be locked out at night or need to check in between the hours of 11:00 PM and 7:00 AM.

Room Entry

Only the guest(s) assigned to a residence hall room will be allowed entry without a key. The sponsor, or their agent(s), will not be allowed to enter a room without the permission of the assigned guest(s). PLU staff may enter a residence hall room without permission for any of the following reasons:

- For inspection, repair or maintenance of the room.

- Out of concern for the safety of those thought to be in a room.

- To address a violation of campus policy or the law.

Room Setup

Most rooms have two twin beds, two desks, two dressers, two chairs, and two closets. Room furniture may not be removed from the room and should not be moved within the room. No other furniture may be moved into the room. A fee will be assessed to the sponsor for any violations, and the sponsor will be responsible for charging the residents of the room. Additional beds or mattresses may not be added to a room. Each room is limited to a maximum of two youth or adults (see following section).

Family Arrangements

If a family with small children (under the age of 7) wishes to stay in the same room, a maximum of 4 people may reside in one standard double occupancy room. Additional bedding or towels will not be included and must be provided by the family (sleeping bags, blankets, etc.). In order to comply with Pierce County fire code, cots or air mattresses may not be placed in the rooms. There will be no additional housing fee for families with small children beyond the charges for the adult(s). If small children stay with one adult, the adult will be charged the single rate. All children 7 years and over will be charged the regular housing rate.

Youth Guests/Supervision

All children who are considered minors must be supervised by a parent or legal guardian at all times. Youth camps with participation by youth under the age of 18 must have a supervision ratio of 1:25,

with one supervisor/chaperone responsible for a group of 25 participants. Chaperones must stay in the residence halls on the same wing or floor with the participants. Each minor child unaccompanied by a parent must present to the sponsoring group, upon arrival, a release to participate in the program as well as a medical release. The medical release must be signed by one or both of the child's parents or legal guardians to allow for hospital or physician treatment of illness, injury or accident. A sample of a release is included in the Forms section.

Phone Usage/Long Distance

Each room has a phone that will make local calls and calls on campus. All PLU phones are digital, and must be treated with extreme care. Do not unplug a phone or its handset. A minimum service charge of \$20 will be assessed to the sponsor for each phone unplugged as a technician will have to reactivate each phone. Do not attempt to repair, modify, open or otherwise tamper with the phones. If a phone is damaged, it must be replaced in its entirety, resulting in a minimum \$150 replacement fee that will be assessed to the sponsor. Modems may not be used with the digital phone system. All phones are blocked from allowing long distance or toll calls. Local calls may be made by dialing 9 and then the local number. Campus numbers can be reached by dialing the four-digit extensions. Conference guests may give out their room's number to family members for necessary communication. However, voicemail is not activated during the summer for room phones. Any messages from family, etc. should come through a group's message line. Phone cards may be used for long-distance calls by dialing the 1-800 access number (from PLU phones, it is 9-800). Prepaid phone cards are available at the PLU bookstore in the University Center. Phones are located outside the main entrances to the residence halls. These phones may be used for emergency purposes, or to call the on duty conference aide should a guest be locked out at night or need to check in between the hours of 11 PM and 7:30 AM. Voicemail is not activated for any residence hall rooms during the summer unless arranged through Conferences and Events prior to a group's stay. Voicemail may be activated for a minimum service charge of \$20. Each residence hall room has an ethernet connection. The connection may be utilized upon arrangement with Conferences and Events prior to a group's stay. A minimum service charge of \$100 to activate the port will be assessed to the group. For more information please access: <http://www.plu.edu/~comptelc/policies/acceptable-computer.html>

Dining & Catering Options

UC Commons

All regular meals are served in the University Center Commons. The operation is an "all you can eat" cafeteria style which allows one entry per meal period. The cafeteria offers several serving lines with hot entrees, vegetarian entrees, sandwich, soup, and salad bar, dessert selections, and beverage service. Meal times are:

Breakfast: 7:00 AM - 8:30 AM

Lunch : 11:00 AM - 1:00 PM

Dinner: 5:00 PM - 6:30 PM

Groups may be assigned specific serving times to avoid overcrowding. As a service for traveling groups or one day excursions, sack lunches can be prepared for your group. Please note that food cannot otherwise leave the cafeteria.

Meal Cards

Conference guests will receive a magnetic stripe meal card. For youth conferences or camps, a meal band option may be used. If meal bands are used, each member of the group should secure the meal band to their person, either on the wrist or ankle. Some groups using meal bands will have their participants attach the bands to a lanyard. The cards or meal bands will allow entry into the cafeteria according to the meal plan assigned to each guest. No participants will be allowed entry into a meal or dining facility without an authorized meal card or band. Because the meal plans are programmed into the cards, guests wishing to eat a meal not covered by their plan must pay cash. If a conference participant loses a meal card, the Conference Office should be contacted immediately. There will be a \$2.00 reprogramming fee to replace the card if lost during the group's stay. Conferences and Events will include these charges in the final invoice, and will not accept money directly from guests. Meal bands do not have to be returned. Meal cards will be collected from guests by the dining hall staff at the conference's last meal. Cards may also be turned in to the residence hall front desk or the Conferences and Events Office in the University Center.

Meal Count

Two weeks prior to the start of the conference, a guaranteed meal count must be communicated to the Conferences and Events Office. Meals can be prepared up to 10% over the guaranteed count for the sponsor's group. Any guests over that may not be able to be served. If the actual count is lower than the guaranteed count, the group will be charged no less than 95% of the guaranteed count. Toddlers (0 - 3) will not be charged for meals.

Catering

Many event planners enjoy the option of an opening or closing banquet, and barbecues are extremely popular during the summer. PLU Catering can provide services for any occasion, with very reasonable prices. Please see the Catering information in the Dining and Catering Services section of the Conference Planner.

Registration

Information

Required Information

All sponsors must provide the following information for each resident guest ten (10) days prior to check-in:

- Last name
- First name
- Gender
- Whether the guest requires a single room
- Age of guest or age group (Toddler = 0 - 3 yrs; Child = 4 - 6 yrs)
- Whether the guest is a staff member/counselor/chaperone
- Meal/Housing Plan (designate which plan the guest has been assigned)
- Check-in date (if different than Meal/Housing Plan)
- Check-in time (if different than specified check-in time)
- Check-out date (if different than specified check-out date)
- Check-out time (if different than specified check-out time)
- Roommate (sponsor will be responsible for assigning roommates)

A list of commuter names and their meal plans is also necessary. The above requirements may necessitate that the sponsor update registration materials sent to registrants. All of the above information is necessary for Conferences and Events to perform its functions, and only complete registrations will be accepted.

Guaranteed Counts

Two weeks prior to check-in, a guaranteed count must be given, to include both meal and housing information. This count will be used for billing purposes, see Billing section of Registration.

Meal/Housing Plans

Each guest (except for toddlers) must be assigned to one of the pre-arranged Meal/Housing Plans. A Meal/Housing Planning Form is included in the Conference Planner to help facilitate the arrangement of the plans used for each group. Please follow the instructions and submit to Conferences and Events. Children (ages 4 - 6) that fit into the family arrangements (as explained in the Housing section, under Family Arrangements) should have a C next to their assigned meal/housing plan (example: plan AC or BC). This will allow for proper billing arrangements at the conclusion of the conference.

Computerized Registration

Conferences and Events utilizes a computerized registration system that is more efficient for both the sponsor and PLU. If this format is used, the sponsor will make room assignments and enter relevant information directly using a Microsoft Excel spreadsheet. The spreadsheet will be mailed on a diskette or e-mailed to the sponsor. Diagrams of the residence halls are available upon request to facilitate room and roommate assignments. The information must be returned to the Conferences and Events Office five (5) days prior to the check-in date. Additions or cancellations may be made after the five day deadline within the parameters of guaranteed counts. However, reassignment of rooms after the

deadline may not be made without approval from Conferences and Events.

Central Registration

Central registration is an option for large groups. This provides a central location for guests to check in with sponsoring staff, receive group information, and be directed to the proper residence hall or location. It also creates a “hub” and central area for information. Some groups establish and staff an information center throughout their stay on campus. The following items are of importance when considering a central registration location:

If this option is utilized, a venue will be designated in conjunction with Conferences and Events (example: University Center, Olson Complex).

The sponsor will oversee central registration activities.

After checking in at the central registration area, resident guests will check in at the desk of the residence hall to which they have been assigned.

Guests will receive their keys at the appropriate residence hall front desk.

Meal cards or bands may be handed out at central registration or at a hall desk. Commuter meal cards or bands are normally handed out at central registration.

Conferences and Events may place staff members in the registration area during check-in times to assist in distribution of commuter meal cards or bands and directions.

Room changes that become necessary due to uncontrollable circumstances may be made by PLU staff, and an updated list will be given to the sponsor.

Registration staff is limited to coordinating the housing and meals for the conference guests.

The sponsoring group and their registration staff is responsible for collecting payments, organizing tours, and all other tasks.

Specific registration times must be provided and adhered to by the sponsor and conference guests.

Special arrangements must be made for check-in before or after the designated desk hour for check-in.

Check-in

When a guest checks in, most will receive a key and/or meal pass (card or band). Guests must return their key and meal card to PLU staff at the conclusion of the camp or conference. Keys will be handed in upon check-out at the residence hall front desk, while meal cards will be taken by the dining hall staff at the conference’s last meal.

In Hall Check-in Process

For smaller groups, or groups that need only one residence hall, guests will check in at the assigned hall where they will receive their key and/or meal pass (card or band).

Check-out

After the last night of a group’s stay in a residence hall, guests must officially check out at the hall’s front desk by 11:00 AM. Guests must return their keys to the front desk of the hall in which they stayed. Meal cards will be collected from guests by the dining hall staff at the conference’s last meal. Cards may also be turned in to the residence hall front desk, the central registration area, or the Conferences and Events Office in the University Center. Meal bands do not have to be returned. A \$25 fee will be assessed to the sponsor for each lost key. All personal items must be removed from the rooms. All trash should be placed in garbage receptacles, located in each room and nearby every exit.

Additional Charges

Fines may be assessed for rooms that have not been properly cleared or any other damage known to have occurred during a group’s stay. Guests must turn in their room key at the front desk of the

residence hall upon check-out, or a \$25 fine will be assessed for each unreturned key. If a guest must leave early, arrangements may be made for early return of the key and meal card. These charges will be billed to the conference group, not to the individual.

Billing

The Conferences and Events Office will base its minimum charges on the guaranteed count provided two weeks prior to the start of the conference. No less than 95% of the meal, housing, facility fee and athletic fee costs associated with the guaranteed count will be charged to the conference group, allowing some cancellation flexibility without penalty. All billing is done according to the Meal/Housing Plans arranged prior to the conference. Meal charges are based solely on age, and do not relate to housing arrangements. It is important to designate age group and the Meal/Housing Plan in the registration information sent to PLU. Children (ages 4 - 6) must be assigned to a regular meal plan with the appropriate meals, but their plans will end in C (example: plan AC or BC for a child on plan A or plan B). It is not necessary to designate a plan for toddlers, though it is important to register them. All registrants four (4) years and older will be charged the facility fee and/or commuter fee. PLU's deposit structure normally requires an initial deposit of 20 percent of the total estimated costs for the conference to secure dates and facilities. A second deposit of 60% of the total estimated costs for the conference is due approximately one month prior to the start of the conference. Full payment is due 30 days after the invoice date.

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 Tingelstad 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.

Safety Information

According to the Pierce County Sheriff's Department Crime Prevention Division, the 135 acres that comprise Pacific Lutheran University are the safest in Pierce County. While the campus is a relatively safe place to be, it is subject to many of the same crime problems that occur in the surrounding metropolitan area.

Campus Safety Office

Campus Safety is located on the North side of the ground floor of Harstad Hall at the intersection of Park Ave. and Garfield St. (the east entrance to the campus). The office is staffed 24 hours a day.

Campus Safety officers provide the following services:

First Aid and CPR

Grounds and Parking Lot Security Patrol

Emergency Message Service

Escort Service

Vehicle Jump-Starts

Information and Referral

NOTE: While the laws of the State of Washington grant private land owners broad authority in controlling grounds, the Campus Safety office is *not* a police agency (as a private institution in the State of Washington may not have a police force), but it is an in-house security organization oriented toward crime prevention and physical security. Responsibility for law enforcement response, investigation and police reporting on campus lies with the Pierce County Sheriff's office.

Prevention Tips

Avoid walking alone at night. Walk with a friend or within a group, or you may call Campus Safety at x7441 for an escort between dusk and dawn (8:00 PM until 8:00 AM in the summer).

If you are in immediate danger call x7911 if possible, or scream, or run to attract attention and assistance. Emergency phones are located outside of each residence hall main entrance and throughout campus.

Never let anyone into a residence hall unless you know they are a participant of conference.

Never prop open outside doors. You will be placing everyone inside at risk.

Keep your room door locked whether you are in or out of your room. Leaving a door unlocked is a dangerous mistake, one that has cost lives on other campuses.

Do not leave purses, backpacks or books unattended anywhere on campus.

Always remove your keys and lock your vehicle. Park in campus lots. Vehicles that have been vandalized have most often been parked along the street. PLU is not responsible for vandalism in lots or on streets. Avoid leaving valuables in your vehicle.

Fire Safety

Smoking: Smoking is not permitted in any campus building, or within 50 feet of any building or walkway.

Appliances/Lamps: Appliances such as hair dryers and curling irons must be unplugged when not in use. Microwaves, irons, ovens, toasters and electric blankets are prohibited in residence hall rooms. Irons may be used in designated ironing or laundry rooms only. Halogen lamps are not permitted.

Open Flames: Open flames and other burning materials are not permitted. This includes candles, incense and potpourri burners.

Hallways & Fire Doors: All hallways and fire doors should be kept free of boxes, bicycles and other debris at all times so that people may exit safely in the event of an emergency.

Room Entrance/Exit: Beds or barriers of any sort cannot block the entrance/exit of a room. To insure proper access, all items must be at least 36 inches from directly behind the door frame.

Fire Alarms & Extinguishers: In the event of a fire, pull the nearest fire alarm to clear the building. After exiting the building, do not re-enter until you are instructed to do so. Never enter a building when the fire alarm is sounding. It is illegal to tamper with the fire alarms, fire extinguishers, or fire hoses, and severe penalties will be assessed to individuals or groups known to have tampered with fire safety equipment.

Activity Participation & Medical Release Form

Full Name: _____

Social Security Number: _____ Birthdate: _____

Address: _____

Date(s) of Activity: _____

Location: Pacific Lutheran University

In Case of Emergency Notify:

Name: _____

Phone: _____ Relationship: _____

Insurance Carrier: _____ Policy #: _____

I wish to participate in the above activity scheduled by (sponser's name): _____

I am aware of the special dangers and risks inherent in participating in the activity, including physical injury, death, or other consequences arising or resulting from the activity. I agree to accept responsibility for such risks. I further agree to advise activity planners of any physical or mental limitations I may have. I agree to be fully responsible for my own property, and equipment related to this activity.

In consideration of and part of a right to participate in this activity, I hereby release and indemnify (sponser) _____ and Pacific Lutheran University and their staff of any and all liability, claims and causes of actions arising out of or in any way connected with my participation in this activity offered by (sponser) _____ at Pacific Lutheran University.

I also agree to allow any medical personnel the opportunity to treat a illness, injury, or any other medical condition. I agree to accept responsibility for any medical costs which may result from my participation.

I have read this release and indemnification agreement and understand its meaning. This release is intended to bind my heirs, representatives, successors, assigns and administrators.

Dated: _____

Signature*: _____

*Parent or legal guardian must sign for participants under 18 years of age.