

# 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>