

CONFERENCE POLICIES & INFORMATION



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The Office of Housing and Residence Life (HRL), as an auxiliary enterprise of Indiana University Purdue University Indianapolis, is dedicated to serving and supporting the academic mission of the IUPUI campus and the University as a whole. While it is our primary objective to provide housing services for regularly enrolled students, meeting areas, living accommodations, and services are made available for short term students and guests of the University.

ELIGIBILITY

The Office of Housing and Residence Life may make housing services available for groups that meet the following requirements:

- (1) Groups of ten (10) or more that are directly affiliated with IUPUI or Indiana University, or Groups of ten (10) or more authorized by the Office of Housing and Residence Life. Intern groups can be smaller but will likely be housed with interns from other programs.
- (2) Four night (4) minimum stay in University Tower; seven night (7) minimum stay in the Riverwalk Apartments.
- (3) Groups do not have an outstanding or delinquent balance with the university

ACCOMMODATIONS

The conference season begins June 1st and ends July 31st. This allows sufficient time for final preparations for our IUPUI residential student and student staff arrival. IUPUI and the group may, under special circumstances, mutually enter into an agreement to host conferences outside these dates. Contact your conference coordinator for details.

There are two Summer Conference Housing options available for summer of 2016: University Tower and Riverwalk Apartments. Please feel free to take a virtual tour online at <http://housing.iupui.edu/explore/index.shtml>.

IUPUI Riverwalk Apartments

IUPUI Riverwalk apartments will house summer residents in two (2BR) and four-bedroom (4BR) furnished units, based on availability. All apartments are equipped with individually controlled heating and cooling systems.

Apartment furnishings include:

- Bedroom(s): full-size bed, desk, chair, dresser
- Living Space: sofa, chair, entertainment center, end table, dinette with chairs, coffee table
- Kitchens: refrigerator, oven/range, full-size washer/dryer, dishwasher, microwave

Items NOT provided include, but are not limited to: Pots, pans, silverware, glassware, toaster, coffee maker, dishes, television, telephones, etc.

University Tower

University Tower (formally University Place Hotel) is available for Summer Conference group housing. The facility, located in the heart of the IUPUI campus at 911 W. North Street, features double occupancy rooms with on-suite bath.

Tower furnishings include:

- Bedroom: twin-size bed, desk, chair, dresser

RENTAL RATES AND OTHER CHARGES

IUPUI housing rates are established on an annual basis. In cases of advanced scheduling, the Office of Housing and Residence Life may quote estimated rates with no implied guarantee that the rates quoted will be the actual rates in place at the time of the conference. The rates are per person/per night based on the dates requested, credits for no shows or checking out before the end of the conference will not be issued.

There are additional charges for special set ups and custodial services. The actual cost to the Office of Housing and Residence Life for labor and material involved with repairing damages will be passed on to the group.

SUMMER CONFERENCE GROUP RENTAL RATES:

Rental Rates – 6/1/16 through 7/31/16				
University Tower	14-29 Nights	8-13 Nights	6-7 Nights	4-5 Nights
Double/Triple	\$31	\$35	\$38	\$44
<i>With linen, add:</i>	\$1.50	\$2.25	\$3.00	\$4.00
Riverwalk Apartments	30+ Nights	14-29 Nights	8-13 Nights	7 Nights
Two-Bedroom Apt	\$37	\$43	\$48	\$53
Four-Bedroom Apt	\$34	\$37	\$42	\$48
<i>With linen, add:</i>	\$1.25	\$2.00	\$4.00	\$5.00
Rental Rates – Per Person / Per Night				

***Note**

- Groups staying less than 30 nights may be subject to taxes in addition to the published rates.
- Groups seeking accommodations for less than four (4) nights, contact us for an estimate as pricing increases dramatically for shorter stays.

LETTERS OF AGREEMENT (LOA)

Each group booking facilities and services with the IUPUI Office of Housing and Residence Life is required to sign a Letter of Agreement (LOA). The Office of Housing and Residence Life recognizes the need for advanced and detailed planning in order to optimize the conference experience. As a result, LOAs must be signed by all parties at least 60 calendar days prior to the beginning of the conference or by the date specified on the LOA. Failure to return the LOA by the date specified may release reserved rooms and future reservations will be taken on a space available basis. The group agrees to provide, on the Letter of Agreement, a "guarantee number" for housing accommodations. If actual attendance falls below the guaranteed number, the following cancellation charges will apply:

Date of Cancellation (Prior to start date of conference)	Cancellation Charge
Less than fourteen (14) days	100% of Cancelled Rooms
Less than thirty (30) days	50% of Cancelled Rooms
Thirty-one (31) days or more	No Cancellation Charge

If the actual participation is more than the guaranteed number, the Office of Housing and Residence Life reserves the right to change arrangements and accommodations in order to handle the excess numbers. Participants in excess of the reserved group may not be accommodated if their arrival has not been pre-arranged. Participants added in the fourteen (14) days immediately preceding the first arriving participant will be assessed a \$25 late fee per additional participant.

The group agrees to provide the Office of Housing and Residence Life a roster (rooming list) at least two (2) weeks prior to the beginning of the conference. A \$50 per day charge will be assessed for every day past the roster due date. Groups may also be assessed additional charges for any roster changes after the rooming list has been submitted, including, but not limited to, name changes, room changes, added rooms etc. Roster must include: name, gender, identifier (staff/youth), check in, check out, room type and roommate.

ASSIGNMENTS AND REGISTRATION

A reasonable attempt will be made to meet the facility requests of all groups; however, exclusive or restricted use of a building is not typically possible. We will make every effort to place groups together; however, such requests can be met only if levels of participation and overall occupancy permit.

The Office of Housing and Residence Life maintains an aggressive program of renovations and refurbishing that mostly occurs during conference season. Therefore, for groups that return each year, the same facilities, services, and arrangements cannot be guaranteed, although every effort will be made to meet the requests of these groups.

Any changes in arrangements, attendance, or services must be approved by the Office of Housing and Residence Life in writing. The Office of Housing and Residence Life reserves the right to change arrangements in the case of emergencies. The assignment and arrangements scheduled for a group may be changed if the estimated attendance changes. Additionally, we reserve the right to

consolidate participants in the group as needed. For example, all four bedroom units would be filled before opening up a new unit unless there are specific reasons (i.e. gender).

Conference planners are offered two options for assignments: (1) Provide the Office of Housing and Residence Life a list of names, including gender, and the Office will complete the assignments and placement. (2) The conference planner may choose to complete the roommate assignments ahead of time. All rosters must be complete and submitted to the Office of HRL no less than two (2) weeks prior to the start of the conference. Completed rosters must be typed and may be emailed to the Housing Office for processing. Charges will be assessed for late submission of rosters.

CHECK-IN

Prior to your conference, the Housing Summer Conference Coordinator will work with you to set up the best check-in for your group. Consideration must be given to check-in traffic flow and table registration set-up.

Options for Check-In include:

- (1) The Housing Summer Conference Coordinator and staff will be present during check-in, to assist with distribution of keys, directions and other information as needed.
 - (2) If assistance with Check-In is not needed, the group may assign a designee to pick up key packets and information to distribute. The Conference Planner must identify the designee ahead of time to the Office of Housing and Residence Life prior to releasing key packets.
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CHECK-OUT

Unless otherwise arranged, **check out time is at 11:00 a.m.** Prior to your conference, the Housing Summer Conference Coordinator will work with you to set up the best check-out for your group. Check-out usually will take place in the same location as check-in.

The following items will need to be returned during check-out: Key(s) in original envelope provided at check-in, Guest Pass card, parking permit (if applicable), used linens (if applicable). Failure to return keys in original packets may result in additional fines to the group. All items not returned will be charged to the group.

KEYS

Depending on your housing assignment, University Tower or Riverwalk Apartments, you will be issued a room/apartment door key(s) and a Guest Pass access card. University keys may not be duplicated and, if lost, report immediately to the Summer Conference Housing Staff. You will be charged for missing, lost or damaged keys and access cards. Access cards and guest passes are \$25.00 for each and physical keys are \$100.00 per key for replacement.

LOCK-OUTS

If you find yourself locked out of your bedroom, apartment, or building during normal business hours, Monday-Friday, 8:00 a.m.-5:00 p.m., please visit the Community Office in facility you are assigned.

If you find yourself locked out after hours: Contact the summer conference staff member on duty @ 317-414-2759.

CALL BOXES: If assigned to the IUPUI Riverwalk Apartments, call boxes are located outside the front entrance of each building. These call boxes may be used to make a local call. To use the call boxes, simply press the "Call" button followed by 9 and the number you are dialing.

BUILDING ACCESS

For security of our guests, all campus housing facilities are locked. Access cards, also known as "Guest Passes" are issued to each conference participant residing in on-campus housing. Access into the buildings is limited only to the conference participants assigned within that particular building. Conference participants and visitors from other buildings do not share the same access from building to building. You must carry your Guest Pass card with you at all times.

VISITORS

It is critical that the privilege of visitation not supersede residential safety, or a roommate's right to privacy, sleep and study time. The rights of safety, security, privacy, sleep, and study are absolute and fundamental principles of the Visitation Policy. Visitors are held to the expectations of our conference participants, and must be accompanied at all times. Overnight visitors are NOT allowed. Only official conference participants are allowed to reside in housing.

CABLE

Basic cable service is available in all rooms in University Tower and the Riverwalk Apartments. Televisions and the coax cable used to access service are NOT provided by the Housing department.

LINEN SERVICE

Linen service is optional for all groups. If the group requests linen service, linen packets will be placed in each apartment/room prior to Check-In. Conference participants will be required to make their own beds. The Office of Housing and Residence Life does NOT provide housekeeping services in the rooms or apartments. These services include making beds and emptying trash.

Linen Packets include: 1 blanket, 2 flat sheets, 1 pillow, 1 pillow case, 1 bath towel, 1 hand towel, 1 washcloth, 1 bathmat. Shower curtain and toilet paper in each bathroom will be provided.

MAIL SERVICE

Mail service, for University Tower will be dropped off at the lobby desk. Mail service at the Riverwalk Apartments is USPS and mailbox clusters are outside the conference rooms. Groups staying longer than 30 days may request use of mailboxes.

FOOD SERVICE

The Office of Housing and Residence Life does not provide any type of food service on campus. Visit at www.eventservices.iupui.edu or www.iupuifood.com for more information on making arrangements for dining.

PARKING & TRANSPORTATION OPTIONS

To be allowed to park in university lots, vehicles must have an appropriate parking pass which is available to participants through IUPUI Parking and Transportation Services. Parking permits will not be available to conference participants at check-in unless specified otherwise by the conference planner. As parking permits must be ordered in advance, it is recommended that the number of parking permits be determined when rosters are submitted.

IUPUI Shuttle: For the convenience of our guests, Parking Services operates a complimentary shuttle service with convenient pick up locations around campus. The IUPUI shuttle system operates year around, Monday-Friday, between the hours of 6:30 a.m. and 9:45 p.m. with the exception of recognized University holidays and weekends. The IUPUI shuttle service is a convenient way to get around campus and stops approximately every 15-20 minutes at several locations on campus. For more information about parking and transportation options on campus, please visit them at www.parking.iupui.edu.

IUPUI SMOKE FREE POLICY

IUPUI is a smoke-free campus. Smoking is prohibited on all university owned and operated property; this includes University Tower and the Riverwalk Apartments. Smoking is not permitted in university owned, leased, or operated licensed vehicles.

Advertising, sales, or promotion of tobacco products and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations for the purpose of promoting tobacco related products is not permitted.

ALCOHOL POLICY

In residential housing where any assigned resident is under the age of 21, paraphernalia or alcohol containers of any kind: closed, open, or empty – are prohibited. Alcohol may only be possessed or consumed in a residential apartment where ALL assigned residents and guests are 21 years or older and may not be possessed or consumed in a lounge, stairwell or other residential common area or in the presence of anyone under the age of 21.

DAMAGES

Because the cost of damage is not included in the housing rates, the group will be responsible for damages caused by participants. The Office of Housing and Residence Life, in conjunction with conference planners, will try to identify the responsible individual or individuals

before the conference closes however, the group assumes responsibility for all damages (see below). In general, damage charges are based upon a reasonable cost of repair.

Activities that result in damage charges include, but are not limited to:

1. Exchanging, altering, or removing the furniture in floor lounges, rooms, and public areas
2. Tampering with fire extinguishers or fire alarm systems
3. Using tape or other adhesives on walls and ceilings
4. Tampering with, loosening, or removing window screens
5. Lost, damaged or heavily soiled linens
6. Lost keys and access cards
7. Damage inside residential rooms and apartments
8. Loss of or damage to equipment, furnishings, etc
9. Custodial charges for extraordinary cleaning are billed at \$20/hr., charges may differ if Physical Plant workers are used
10. Pets are NOT permitted

SUPERVISION AND RESPONSIBILITY

Conference officials are responsible for assuring that participants and visitors obey the rules and regulations of the Office of Housing and Residence Life, Indiana University Purdue University Indianapolis, and the State of Indiana.

Good on-the-spot supervision is essential with large youth groups. There must be a ratio of one adult supervisor to every 20 participants; a ratio of 1 to 15 is recommended. This person must live on the floor with the youth. The conference group assumes responsibility for the care and safety of all participants.

A twenty-four (24) hour contact person is required for each in-house conference group. This person's information will be shared with the Office of Housing and Residence Life staff as well as the University Police Department in the event of any emergency. The Office of Housing and Residence Life will provide the conference a designated liaison who will work in conjunction with the conference contact person(s) to assist *Behavior Policies*.

All conference participants are expected to uphold the rules and regulations when they choose to live and/or use the housing facilities at IUPUI. These standards are designed to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit the residence halls and campus apartments. Any violation of published university regulations, policies, or rules and any violation of any Indiana or federal criminal law are prohibited.

POLICY ON PROGRAMS INVOLVING CHILDREN

Indiana University recently enacted a new policy which outlines various requirements for faculty, staff, and volunteers involved in programs that host or house children on our campuses. We wanted to make sure you were especially aware of one of the provisions of the new policy dealing with the notification of authorities if you may have reason to suspect abuse or neglect of a child. The three requirements enacted in the new policy are listed below:

- Indiana state law requires **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to Child Protective Services (CPS) **1-800-800-5556** or to their local law enforcement or to the IU Police department. Failure to report may result in criminal charges.
- In addition to notifying CPS and/or local law enforcement, state law and the university also require that faculty, staff, students, volunteers, and other university personnel report any suspected abuse of minors to the Indiana University Director of Public Safety.
- Indiana University law enforcement and the Director of Public Safety have the obligation to report any suspected abuse to CPS, which will conduct an investigation.

I have included the link below that will provide more information on the new policy. Please note the portion of this policy that requires groups to register their conference online. It is a fairly simple and fast process and should only take a couple of minutes.

Complete Policy on Programs Involving Children:

<http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>

CERTIFICATE OF INSURANCE REQUIREMENT

Conference groups that are not part of Indiana University agree to provide a Certificate of Insurance that covers the university according to the policy for University Insurance Requirements for use of University Facilities. Policy and coverage details are available online at <http://inlocc.webhost.iu.edu/FacilitiesUse.cfm>. Failure to provide the Certificate of Insurance at least two weeks prior to the group arrival may result in cancellation of your conference agreement.

PROHIBITED ITEMS

For health, safety, and insurance liability reasons, conference participants are prohibited from having the following items in their rooms/apartments:

1. Candles or items that have an open flame or exposed heating element, such as incense, sterno cookers, fondue pots, deep fryer, etc.
2. Space heaters or air-conditioners
3. Hoverboards or self-balancing scooters
4. Highly flammable items such as fireworks. Incendiary devices or other dangerous explosives/liquids are prohibited in all University facilities
5. Firearms/Weapons (including BB and paintball guns) or other weapons (including bows, arrows, knives, martial arts weapons, and blow guns)
6. Possession or use of illegal drugs, including Spice/K12, bulk alcohol, and improper use of bath salts
7. Animals/Pets
8. Personal grills-common area grills are provided around campus housing facilities which residents may use.

PROHIBITED ACTIONS

1. Individual or group activities that result in distress or disturbance to others or may cause damage or destruction to property
2. Unauthorized taking or possession of university property or services
3. Using or attempting to use university property in a manner inconsistent with its designated purpose
4. Lewd, indecent, or obscene conduct
5. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so
6. Tampering with any firefighting equipment
7. Propping fire doors or outside doors of residence halls and apartments
8. Unauthorized entry to areas of residence halls or apartments, including, but not limited to, roofs, window ledges, balconies, and offices
9. Failing to vacate the residential facilities when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm
10. Improper use of kitchen/cooking facilities in the Campus Apartments
11. Throwing items or shining lasers from residence hall or apartment windows
12. Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university property; or transmitting such a report to an official or an official agency
13. Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include but are not limited to sexual harassment, racial harassment, harassment based on sexual orientation, intimidation, discrimination, coercion, and threat
14. Physical abuse and/or verbal abuse of any person
15. Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent
16. Violation of other published university regulations, policies, or rules
17. A violation of any Indiana or federal criminal law

For more details or questions about behavior policies, please refer to the [2013/2014 Residential Handbook](#).

APPENDIX A - MEETING ROOM RENTAL RATES- IUPUI Riverwalk Apartments only at this time

All charges listed are per "calendar day" (i.e. if a group wants to use a room from 5:00 p.m. on Tuesday until 3:00 p.m. on Wednesday, they would incur two days worth of charges).

All charges listed are for the rooms "as is". Groups will incur additional charges for set-ups, extra cleaning, etc.

Rates for meeting rooms will be charged as follows:

MEETING ROOM	MAX. OCCUPANCY	DAILY CHARGE
Apartments – Large Conference Room	38	\$150

For University Tower meeting room information see IUPUI Event Services at www.eventservices.iupui.edu. To book an event, contact Nancy Wright via email at eventsvc@iupui.edu or phone at 274-3327.

APPENDIX B - CONFERENCE CHECKLIST

Below is a checklist of special services which your group may want to use. Please take the time to review the checklist and notify us of any of these services which your group may need. We will make a reasonable effort to meet all requests based on cost, availability, and eligibility. Careful planning and advanced notification of requests increases the possibility that the special services you want will be available. We strongly recommend a site visit well in advance of the conference to look at facilities and to discuss conference needs. This checklist is just to help you plan your conference. We are here to help you so if you have additional questions, please contact us.

- Are any members of your group coming early or leaving later than the rest of the group? Please notify the Office of Housing and Residence Life of the names and arrival/departure dates of all conference participants who are arriving or departing on different dates from the rest of the group.
- What time will your group be checking in? Who will conduct site registration? What time will your group be leaving?
- Do you need access to areas other than the sleeping rooms for conference participants ex: meeting rooms? Which dates and times will you need these areas?
- Will conference participants need linens during their stay?
- Do you have individuals with disabilities attending your conference? If so please have them contact our office to make the arrangements.
- Will conference participants need parking permits?