



IUPUI HOUSING AND RESIDENCE LIFE

Division of Student Affairs

Group & Conference Housing Policies & Information

Eligibility

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

- 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.
- Four night (4) minimum stay in University Tower, seven night (7) minimum stay in the Riverwalk Apartments, or two night (2) minimum stay in North Hall.
- Groups do not have an outstanding or delinquent balance with the university

Accommodations

The conference season begins June 1st and ends July 31st. 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 three Summer Conference Housing options available: University Tower, North Hall and Riverwalk Apartments. Please feel free to take a virtual tour online by [clicking here](#).

Riverwalk Apartments

The Riverwalk Apartments house summer residents in two (2BR) and four-bedroom (4BR) furnished units, based on availability.

Each apartment is furnished with the following:

- Full-size bed in each bedroom
- Kitchen: refrigerator, oven/range, microwave, full-size washer/dryer
- Living space with sofa and dinette with chairs
- Free wireless internet access
- Individually controlled heating and cooling systems

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 modern residence hall located in the heart of the IUPUI campus. It is connected to the Hine Hall meeting spaces and classrooms and features double occupancy rooms with in-suite bath.

Amenities include:

- Twin XL beds, contemporary furnishings
- Full attached bathroom
- In-room temperature control
- Free wireless Internet
- Contemporary dining facility on-site

North Hall

North Hall is IUPUI's newest residence facility, opened in the fall of 2016. This traditional modern residence hall features double and single (limited) occupancy rooms, new furniture, common spaces, micro-lounges, areas to schedule programming and two classrooms. The facility is located in the heart of the IUPUI campus and is directly across the street from the Hine Hall meeting spaces and classrooms.

Amenities:

- Twin XL beds, new contemporary furnishings
- Pod-style restroom and shower facilities
- Free wireless internet
- Access controlled by floors, elevators, rooms and restrooms

Rental Rates and Tax Collection

IUPUI conference housing rates are established on an annual basis. The rates are per person/per night. Credits for no show guests or guests that check out before the end of the conference will not be issued. The actual cost to the Office of Housing and Residence Life for labor and material involved with repairing damages will be billed to the Licensee.

The Office of Housing and Residence Life is required to collect taxes based on the [Indiana University Sales Tax Collection Matrix](#) for attendees staying for less than 30 days - Indiana State Sales & Use Tax (7%) and Innkeeper's Tax for Overnight Lodging (10%). Groups seeking accommodations for less than four (4) nights, contact us for an estimate as pricing increases dramatically for shorter stays.

Group Housing License Agreement

Each group booking facilities and services with the IUPUI Office of Housing and Residence Life is required to sign a Group Housing License Agreement. 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, Agreements must be signed by all parties at least 30 business days prior to the beginning of the conference or by the date specified on the Agreement. Failure to return the Agreement 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 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.

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

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. Every effort will be made 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 primarily occur during the summer conference timeframe. 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 assignments or services in the case of emergencies or if estimated attendance changes. Additionally, the Office of Housing and Residence Life reserves 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 Hosts 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 Housing and Residence Life no less than two (2) weeks prior to the start of the conference.

Accommodation Requests

Licensee may contact the Office of Housing and Residence prior to completing this agreement to discuss any accommodation needs, including those related to the disability of a participant. Bed rails for lofted beds are available to all participants upon request.

Check-In

Prior to the group arrival, the Housing Summer Conference Staff will arrange a check-in process.

Options for check-in include:

- (1) The Housing Summer Conference 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 Host must identify the designee ahead of time to the Office of Housing and Residence Life prior to releasing key packets.

Check-Out

Unless otherwise arranged, **check out time is by 11:00 a.m.** Prior to your conference, the Housing Summer Conference Staff will work to set up the best check-out process for the 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). All items not returned will be charged to the Licensee at final invoicing.

Keys

Depending on the housing assignment, each guest 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. The Licensee will be charged for missing, lost or damaged keys and access cards. The Housing and Residence Life Office is unable to directly bill guests for lost keys and passes. Access cards and guest passes are \$25.00 for each and physical keys are \$100.00 per key for replacement.

Lock-Outs

Guests that are locked out of a bedroom, apartment, or building during normal business hours should visit the Community Office in their facility for assistance. After hours, they may contact the Conference Assistant On-Call. Information is provided at arrival and is posted on the entry doors to each facility.

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 guest residing in on-campus housing. Access into the building is limited only to the guest

assigned within that particular building. Conference guests and visitors from other buildings do not share the same access from building to building. Conference guests must carry their Guest Pass card with them 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 conference guests, and must be accompanied at all times. Overnight visitors are NOT permitted. Only conference guests that appear on the provided roster are permitted to reside in housing.

Cable TV Service

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 Office of Housing and Residence Life.

Linen Service

Linen service at an additional fee is optional for all groups. If the group requests linen service, the service will be included in the rate on the agreement. Linen packets will be placed in each apartment/room prior to check-in. Conference guests are to make their own beds. The Office of Housing and Residence Life does NOT provide housekeeping services in the rooms or apartments.

Mail Service

Mail service at the Riverwalk Apartments is via USPS and mailbox clusters are located outside the conference rooms and main office. Groups staying longer than 30 days may request use of mailboxes.

Event and Food Service

Visit www.eventservices.iupui.edu or www.iupuifood.com for more information on making arrangements for event space and dining.

Parking & Transportation Options

To park in University operated lots, vehicles must display a parking permit that has been obtained through IUPUI Parking and Transportation Services. Parking permits will not be available to conference guests at check-in unless passes are pre-purchased by the Conference Host. As parking permits must be ordered in advance, it is recommended that the number of parking permits be determined when rosters are submitted. Permit orders submitted to the Office of Housing and Residence Life less than 10 business days prior to the group arrival cannot be guaranteed. Pricing for parking permits are determined by IUPUI Parking and Transportation Services. Parking lots are monitored on a daily basis. The Office of Housing and Residence Life is unable to dispute parking tickets on behalf of a group or individual guests.

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, North Hall 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

University Tower and North Hall are alcohol-free facilities.

In residential apartment housing (Riverwalk Apartments) 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.

Supervision and Responsibility of Youth Groups

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

On-site 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. Adult supervisors 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.

IU Policy on Programs Involving Children

The Indiana University policy on Programs Involving Children was created to ensure the overall protection and safety of children involved in Indiana University programs through the use of: background checks, program registration, a mandate for program-specific guidelines, and an emphasis on the legal duty to report suspected child abuse and neglect.

- 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.

Complete Policy on Programs Involving Children:

<https://protect.iu.edu/police-safety/policies/programs-children/index.html>

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.

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

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. Soliciting or marketing to residents and/or the posting of flyers and advertisements
5. Lewd, indecent, or obscene conduct
6. 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
7. Tampering with any firefighting equipment
8. Propping doors or outside doors of residence halls and apartments
9. Unauthorized entry to areas of residence halls or apartments, including, but not limited to, roofs, window ledges, balconies, and offices
10. 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
11. Improper use of kitchen/cooking facilities in the Riverwalk Apartments
12. Throwing items or shining lasers from residence hall or apartment windows
13. 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
14. 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
15. Physical abuse and/or verbal abuse of any person
16. 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
17. Violation of other published university regulations, policies, or rules
18. A violation of any Indiana or federal criminal law