



UNIVERSITY *of*
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UL Lafayette Housing Manual for Camps and Conferences

***University Housing Office & Residential Life
Division of Auxiliaries & Student Affairs***

INTRODUCTION TO UL LAFAYETTE HOUSING MANUAL FOR CAMPS AND CONFERENCES

Thank you for considering University of Louisiana at Lafayette (“University” or “UL Lafayette”) and the Office of University Housing and Residential Life (“Housing”). We are proud of our unique and diverse campus, and we hope you will enjoy your stay in our on-campus facilities. This UL Lafayette Housing Manual for Camps and Conferences (“Manual”) contains important information to make the Housing process run smoothly and efficiently and also general information, policies, and services available to help you achieve your goals and enjoy our campus environment.

Each year, the University is host to a variety of camps, clinics, workshops, and conferences (sometimes collectively referred to herein as “Camps/Conferences”). To facilitate the many and varied requests of these groups, the Housing Camps and Conferences Coordinator, located in Buchanan Hall, is available to assist Group Directors in arranging on-campus housing.

For purposes of this Manual, a “Camp” shall specifically refer to any youth program, whether put on by the University or outside groups, and offered for leisure, recreation, or recruiting purposes and not traditional UL Lafayette academic credit. A “Conference” shall refer to any meeting of a group of individuals to provide a learning experience or professional development. A “Group” shall refer to the organization or event using Housing, whether classified as a Camp, Conference, or otherwise. The “Group Director” shall refer to the Group representative overseeing the Group’s on-campus activities. “Occupant” shall refer to any Group individuals using Housing facilities, whether Camp/Conference attendees, staff, volunteers, or chaperones, etc.

This Manual is subject to updates at the discretion of the University. It is the responsibility of Group to monitor and abide by the version of the Manual in place at the time of Group’s use of University Housing. An up-to-date copy of the Manual can be found at <https://housing.louisiana.edu/visitor-housing/visitor-housing>. The most up-to-date version of the Manual is incorporated into and made a part of the Group Housing Agreement (“Agreement”) executed on behalf of the Group and University.

***** SPECIAL COVID-19 OCCUPANT REQUIREMENTS*****

All Occupants shall follow the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) relative to wearing of face coverings, social distancing of six (6) or more feet, quarantine, and self-isolation. Only Occupants identified under the applicable Agreement shall be permitted in the University Housing Facilities; guests of any kind are prohibited. All Occupants shall limit interactions with University personnel and students to only those interactions necessary to fulfill the obligations set forth in the applicable Agreement. Group shall (i) immediately inform University if an Occupant tests presumptive positive or positive for COVID-19; and/or (ii) ensure that any Occupant who tests presumptive positive or positive for COVID-19 informs the University of that status. Any notification of such status shall be directed to the attention of Madeline Husband-Ardoin, University Student Health Services, by email to madeline.husband@louisiana.edu, with copy to the Housing Camps and Conferences Coordinator at camps.conferences@louisiana.edu.

Group Directors are responsible for communicating with Occupants that if the Occupant has a fever, has tested positive for COVID-19, has been instructed to quarantine or isolate, or is experiencing sickness, the Occupant must not come to campus or, if currently on campus, the Occupant must immediately leave campus.

ACCOMMODATIONS

The University offers three (3) styles of accommodations: suite-style residence hall rooms, apartments, and executive suites. Details on accommodation amenities are provided below. Our capacity is approximately 3700 beds. See <https://housing.louisiana.edu/future-residents/residence-halls/suite-style> for floor plans.

	Residence Halls	Legacy Park Apartments	The Heritage Apartments
Room Types	Double & Single	1,2, or 3 bedroom	2,3 or 4 bedroom
Bed Type	XL Twin	XL Twin	XL Full
Refrigerator	√ (mini)	√	√
Microwave	√	√	√
Wifi	√	√	√
LUS ConnectTV service	√	√	√
Vending	√	√	√
Full kitchen		√	√
In room washer/dryer		√	√
Coinfree laundry facility	√		
Clubhouse			√
Swimming Pool			√
Community kitchen	√		
Community Spaces	√		

Special Accommodations

UL Lafayette has ADA-compliant rooms available. The Event Representative identified on the applicable Agreement should contact the Office of University Housing Camps and Conferences Coordinator as soon as possible prior to campus arrival to arrange any special occupant accommodations due to a disability.

Assignment of Location

Group use of University premises shall be limited to assigned location(s), which shall be determined and subject to change at the sole discretion of University. University reserves the right to relocate Occupants to other campus properties/locations if there are conflicting events. Group must confirm final assignment with Housing before publishing building names. If an Occupant roommate change is necessary, the Group Director shall consult the Building Manager. Except for Group's assigned location(s) under any agreement for use of space with University and those areas open to the public, Group is prohibited from using and/or accessing University facilities.

Billing Procedures

To confirm Group Housing, UL Lafayette requires the Group's authorized representative to (i) meet all insurance and other University requirements; and (ii) sign a Group Housing Agreement via the University's DocuSign process, or alternatively, sign the Agreement by hand and mail it back to the Office of University Housing Camps and Conferences Coordinator. The total amount due is to be 100% paid within thirty (30) days of the departure of the Group. All payments are non-refundable and will be applied toward the balance of the Group. Any outstanding amounts and any additional charges incurred during the stay of the Group will be billed to the Group, with payment due within

thirty (30) days of the departure. The amount invoiced to Group will reflect the number of beds actually utilized and the cost of any deep cleaning.

Additional Sleeping Room Policies

At 90, 60, and 30 days prior to the arrival date of the Group, Housing Camps and Conferences Coordinator and a representative from Group will discuss any additional beds needed. These additional beds will be confirmed or denied at that time by email from Housing Camps and Conferences Coordinator.

Release Date:

Thirty (30) days prior to the Group check in date is considered the Release Date. Any changes after this date will be accommodated to the best of the University's ability and any beds not indicated on the rooming list will be released.

Group Cancellations

Cancellations must be made **in writing** to the Office of University Housing Camps and Conferences Coordinator **at least ten (10) days prior** to the start of the first scheduled check-in. If the Group cancels this event for any reason other than Force Majeure, as defined in the Agreement, UL Lafayette will retain all payments made.

University Cancellations

If University cancels this Agreement or is unable to provide the requested beds, University will work with Group to arrange alternative beds to the best of University's ability. University's liability is limited to University spaces available and University shall not be liable for any consequential, punitive, or special damages. The University reserves the right to reschedule or, if no mutually agreeable date, time, and location is available, cancel any event if a need arises for the University's use of the space to fulfill the University's primary mission.

GENERAL, MAINTENANCE, AND EMERGENCY CONTACT INFORMATION

Important Contact Information

Main Housing 337-482-6471

Main Housing Mailing Address for Shipments: 111 Boucher Street, Lafayette LA 70504

Main Housing Office Hours of Operation: Monday-Thursday: 7:30am - 5:00pm
Friday: 7:30am - 12:30pm

Housing Front Desk Hours of Operation: 24 hours per day

	Front Desk	Duty Phone
Baker Hall	337-482-1851	337-281-3439
Bonin Hall	337-482-6080	337-281-3402
Agnes Edwards		
2nd floor	337-482-6600	337-281-3375
3rd floor	337-482-5004	337-281-3375
4th floor	337-482-1438	337-281-3375
Coronna Hall	337-482-2877	337-281-3414
Legacy Park Apartments	337-482-1438	337-281-3338

The Heritage Apartments	337-482-1498 (Clubhouse)	337-247-2931
University Police	337-482-6447	
Emergency Maintenance	337-482-6440	

Front Desk

The staffed desk hours will be decided prior to Group arrival and can be anytime between 10:00 a.m. and the Group curfew (no later than midnight). Entry through the front door will be through card access 24 hours a day. A security guard will be stationed at the desk from midnight to 8:00 a.m.

Check out

In order to check out properly and avoid key charges, please return the access control card(s) and room key(s) in the original envelope given at check in.

Group Packages

In the event Group will be shipping packages to UL Lafayette, Group must notify UL Lafayette at least fourteen (14) days in advance. All packages sent to UL Lafayette must include the name of Group, date of program, and number of items.

Shipments should arrive no earlier than three (3) days prior to event. UL Lafayette has no liability for the delivery, security, or condition of the packages.

Lock Outs

The access control card will provide access the main entrance of your building, certain wing/hallway doors, and/or the building elevators. Bedrooms are accessed with keys. If an Occupant is locked out of a room, they should contact the Group Director, who will call the building's duty phone for service. A \$200.00 replacement fee is assessed to the final Group invoice for every key not returned.

Housekeeping

Housekeeping staff are on duty Monday through Friday. Common areas of the residence halls and community bathrooms are cleaned daily. Cleaning of individual rooms and trash in individual rooms is the responsibility of the Occupant. Any housekeeping concerns should be reported to the front desk of the respective building (see contact information above). Group/Occupants are responsible for removing all trash and trash bags, posters, and other items from the residence hall/apartment rooms and transporting to the appropriate trash areas for the building; failure to do so will result in additional cleaning fees to the Group.

Maintenance

All maintenance problems occurring Monday – Thursday (7:30 a.m. – 5:00 p.m.) and Friday (7:30 a.m. – 12:30 p.m.) should be reported to the Building Manager, RA staff, or by calling the University Housing Office at (337) 482-6471. Emergency maintenance issues outside of these hours should be reported to the hall duty phone. Emergency maintenance issues include, but are not limited to, the following:

Electrical <ul style="list-style-type: none"> • Power Outage • Sparking or smoking outlet or fixture • No lighting in stairwell or bathroom Plumbing <ul style="list-style-type: none"> • No water • No hot water 	Locks and Doors <ul style="list-style-type: none"> • Inability to lock room door • Inability to open room door • Building entrance is not secure due to broken door • Malfunctioning ID Building Access System
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<ul style="list-style-type: none"> • Major leaks, flooding • Continuously, over-running shower or toilet • Leaking Sprinkler <p>Heat and Air Conditioning</p> <ul style="list-style-type: none"> • A/C unit leaking or not working • Entire building or wing without A/C <p>Fire Safety</p> <ul style="list-style-type: none"> • Involving structures or furniture requiring immediate attention • Buzzing smoke detector 	<p>Windows and Glass Door</p> <ul style="list-style-type: none"> • Shattered or missing glass on door or window
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Building Security

The main entrances to the residence halls are locked 24 hours a day using an area access control system. Entry is possible using the access control card(s) given to the Group Director. The number of access control cards shall be indicated by the Group Director and agreed upon in advance with the Housing Camps and Conferences Coordinator. If there is an issue with an access control card, the Group Director must contact their specific Hall's Duty Phone. A \$25.00 replacement fee is assessed to the final Group invoice for every access control card not returned.

UL Lafayette may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the Camp/Conference, which may include the requirement to hire sufficient security personnel from UL Lafayette's Police Department. If this is the case, additional charges will be \$45 per hour per officer with a 4-hour minimum.

University Police

The University Police Department ("UPD") is a fully powered and functioning police force responsible for law enforcement on campus. In the event of an emergency, UPD can be contacted by calling 911 or (337) 482-6447. Occupants may also contact UPD for non-emergency questions by calling (337) 482-6447. UPD is located in Bittle Hall on campus.

Evacuation Procedures

All persons are required to evacuate a building when an emergency alarm is activated. If an alarm sounds, each person must leave the room and proceed to the nearest clear exit. Stairwells must be used instead of elevators. If the Occupant is unable to exit the room, a towel, sheet, or similar item should be placed outside the window, so that emergency personnel will know that someone is in the room. In the event of an emergency alarm or other required evacuation, Ras, and UPD will be notified to assist.

Evacuation procedures will be discussed during the Pre-Camp/Conference meeting. Group Directors are responsible for transmitting evacuation procedure information to their Group. Group Directors may request that a fire drill be scheduled during the Group by contacting the University Housing Camps and Conferences Coordinator prior to arrival.

Fire Safety

No incense, candles, or open flames may be burned in residence halls/apartments. If an extinguisher is discharged, a fee for refilling the extinguisher and for clean-up may be assessed. Transmission of a false alarm is a violation of state law and violators will be prosecuted.

PLANNING/COMMUNICATIONS, SUPERVISION, AND PROHIBITIONS

Pre-Camp/Conference Meeting

To ensure all parties understand the needs of the Group, a Pre-Camp/Conference meeting with Housing will be scheduled approximately one (1) month prior to the date of the Group's arrival. The following items will be discussed and determined at the Pre-Camp/Conference meeting:

- A deadline for final roster of Occupants.
- Agenda of planned activities for the duration of the Group event.
- Group housing accommodations and special needs.
- Proper communication protocols during the Group event.
- Check in/Check out times and details confirmation.
- Desk hours/visitation hours confirmed.
- Event emergency preparedness and response plan

Roster Information

A final roster is due to Office of University Housing fourteen (14) days prior to the check in date/times. The roster must include ALL Camp/Conference Occupants, including In-Hall Contacts.

The following information must be noted clearly:

- Occupant's name
- Occupant's gender
- Occupant's classification (i.e. attendee, advisor, counselor, chaperone, staff)
- Emergency contact name, phone number, and address)
- Roommate name

Housing will assign room spaces for Occupants. Housing will attempt to honor any specific housing requests; however, accommodation will depend on available space.

Supervision of Minor Occupants

Overnight programs involving minors necessitate special safety precautions. Accordingly, University Housing requires that Staff-to-Occupant Ratios conform to the figures listed below for all Occupants under the age of 18 years. These ratios are derived from the American Camps Association. Group is responsible for meeting these supervision requirements. All Group staff members providing supervision must be 18 years old or older. Please note that Housing staff are responsible for building operations; they are NOT intended to serve as supervision for Occupants.

Youth Occupant	Ratio of Program Staff: Overnight Youth Occupants
5 years and younger	1 staff for every 5 Occupants plus one additional staff.
6–8 years	1 staff for every 6 Occupants plus one additional staff.
9–14 years	1 staff for every 8 Occupants plus one additional staff.
15-17 years	1 staff for every 10 Occupants plus one additional staff.

All staff ratios must conform to the above guidelines from the American Camps Association, plus one (1) additional staff member. If the calculation results in a fractional number, always round up to the nearest whole number.

If Occupants from multiple age groups are combined in a single group, the ratio for the youngest Occupant in the Group must be applied.

Examples:

- A Camp of 10-year olds with 5 Occupants would require 2 staff members at all times.
- A Camp of 10-year olds with 50 Occupants would require 6 staff members (1:10 ratio means 5:50 so 5 staffers plus one additional for a total of 6 staff members).
- A Camp of 15-year olds with 1000 Occupants would require 101 staff members (1:10 ratio means 100:1000 so 100 staffers plus one additional for a total of 101 staff members).

In-Hall Contacts

Each Group must identify a primary “in-hall” contact person for each residence hall/apartment complex occupied by the Group (“In-Hall Contacts”). In-Hall Contacts are vital to success of the overall Camp/Conference experience. The In-Hall Contact should be the first person(s) to check-in for a Group and the last person(s) to check out. No Occupants will be allowed to check in until the In-Hall Contact(s) is(are) checked in.

In-Hall Contacts are expected to:

- Serve as emergency contact for Housing communications for the entire duration of the event, including during the overnight hours.
- Oversee Group Occupants. A minimum of one In-Hall Contact is REQUIRED. Minor Occupants must be supervised at all times in accordance with the ratios set forth herein.
- Inspect Housing facilities upon arrival for acceptance of their condition, and immediately notify Housing of any maintenance or other issues
- Inspect Housing facilities immediately prior to departure to ensure that all trash has been removed.
- Inform Occupants regarding University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, the prohibition of possession of controlled substances and firearms, and authorized entry into rooms.
- Address and correct Occupant violations of this Manual or any University rule or policy.
- Cooperate with the Housing staff who are responsible for the safety, security, and maintenance of the building.
- Collect and have readily available any Group-required medical release and consent forms for all Occupants. Housing will not gather or maintain medical or consent documentation for the Group.
- Advise Occupants of appropriate check-in and check-out procedures including charges for damages and lost keys.
- Assume responsibility for the lawful handling and administration of any medications for minor Occupants.

University Hall Staff

The University Building Manager is responsible for supervising the residence hall/apartment staff. He/she will distribute keys and room assignments as needed to provide the best possible service to Group Occupants.

The Building Manager:

- Acts as a daily contact person to assigned Groups.
- Prepares Group in-hall staff for handling emergencies and familiarizes them with overall building layout (elevators, fire alarms, etc.).
- Enforces University policies, procedures and regulations.
- Completes work orders and maintenance requests as needed for efficient hall maintenance.

Discipline and Supervision

It is the responsibility of the Group Director and/or In-Hall Contacts to address and correct Occupants who violate this Manual or University rules and policies. In cases of multiple or severe violations, the Building Manager reserves the right to require that an Occupant be sent home. Violation of federal, state, or local law may result in the involvement of UPD.

Alcohol and Drugs

Alcohol (including beer and wine) is not allowed anywhere on University's campus absent special approval and is expressly prohibited in Housing. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in the residence hall/apartment complex or in a residence hall/apartment room is prohibited. Illegal drugs or other illicit substances are not permitted. Violators will be required to leave and escorted from the building. UPD will be notified as appropriate.

Amplified Sound

Any use of amplified sound for any event at any time needs to be approved by the Office of University Housing Camps and Conferences Coordinator so that we may ensure all reservations are compatible. Along with law enforcement, University has the right and discretion to require a Group to reduce the volume of any event.

Damages and Loss of Furnishing

UL Lafayette's furniture cannot be removed or moved for any event. Groups will be billed for any damages or loss of furnishing. Although the lobby and community rooms may be used during your event, furniture will remain placed where decided by UL Lafayette. Lounge/community room furniture is NOT allowed to be removed from the lounges or common spaces.

Medication

University is not responsible for and will not hold or distribute any Occupant medication. Group is responsible for ensuring the lawful handling and distribution of any Occupant medications, including but not limited to controlled substances.

Prohibited Items and Activities

Pursuant to Louisiana Revised Statute 40:1291.23, smoking and the use of all tobacco products is prohibited within all University buildings, facilities, campus grounds, University vehicles, and all property that is owned, operated, leased, occupied or controlled by the University. For more information on the University's Tobacco-Free Policy, see <https://policies.louisiana.edu/node/181>.

Animals or pets of any kind, excluding service animals, shall not be permitted inside University buildings. For more information on the University's Animal Policy, see <https://policies.louisiana.edu/alphabetical/f/university-animal-policy>.

Bicycles, skateboards, and roller blades are not allowed inside University buildings. Please secure those items outside of the premises.

No firearms of any kind are permitted.

Glitter, confetti, rice, fake snow, and the like are not allowed in any part of Housing facilities. If these items are found in any rooms, there will be a \$500 removal fee billed to the Group. Absolutely no

pins, nails, staples, or tape of any kind will be attached to the walls, furniture, or ceilings. There will be a repair fee if any of these items are found.

Parking/Shuttle Service

Parking arrangements for the Group must be made through the University Office of Transportation Services. Group shall ensure that all vehicles to be parked on University premises for any amount of time shall first be registered with the Office of Transportation Services. Shuttle Services are available through University's Transportation Services Office. The Group Director should complete the Event Parking Request Form (<https://park.louisiana.edu/parking-information/event-parking-request>) found on the Transportation Services website. There may be extra charges for the service needed.

Use of UL Lafayette's name

Group shall not display signs on UL Lafayette campus nor use the name/logo of UL Lafayette in any promotional brochures or ads without prior approval of the University's Office of Communications and Marketing. It is further agreed that no sign, banner, or display shall be affixed to any part of the buildings. Any damages caused to the walls, fixtures, or furniture will be billed to the Group.

We look forward to discussing University Housing for your event with you. If you have any questions, concerns, or suggestions please feel free to contact us at camps.conferences@louisiana.edu.