

GEORGETOWN UNIVERSITY CONFERENCE REQUIREMENTS SUMMER 2008

Office of Summer and Conference Housing

100 Harbin Hall
Phone: 202-687-3001 Fax: 202-687-4590
Email: conferencehousing@georgetown.edu
URL: <http://housing.georgetown.edu/summer>

Office hours:

September – mid May
Monday – Friday 9:00 a.m. – 5:00 p.m.

Mid May through August
Monday – Friday 9:00 a.m. – 7:00 p.m.

Weekends 11:00 a.m. – 7:00 p.m.

Can be reached via pager/cell phone on holidays

Office of Campus Activity Facilities

1507 Leavey Center
Phone: 202-687-3726 Fax: 202-687-2191
Email: ocaf@georgetown.edu
URL: <http://ocaf.georgetown.edu>

Office hours:

Sunday – Thursday 9:00 a.m. – 1:00 a.m.
Friday and Saturday 9:00 a.m. – 2:00 a.m.

From the period mid –end of May and mid August – early September we may be delayed in our responses due to our involvement in Spring Semester move-out, Commencement and Fall move-in. Please plan accordingly.

To provide better service, the Offices of Summer and Conference Housing and Campus Activity Facilities encourage you to review the following information carefully and notify your attendees in advance of their arrival in order that they may plan accordingly.

I. CORRESPONDENCE:

- ? Initially the Conference Sponsor will contact a full-time staff person in the Office of Summer and Conference Housing to request a reservation for housing and meeting room space. The University staff person will issue a password to the Conference Sponsor for the purpose of submitting a reservation request in a Web Form at <http://housing.georgetown.edu/summer/conference>.
- ? Between April and mid-May the Conference Sponsor and staff will be assigned a student coordinator from the Office of Summer and Conference Housing and a student coordinator from the Office of Campus Activity Facilities who will work as a team to finalize arrangements for your program using the Web Form. These coordinators will also serve as your primary points of contact during your conference.
- ? The Web Form has a designated correspondence section. However if you respond to any personal e-mail addresses, you should also copy the applicable office e-mail address. The address for the Office of Summer and Conference Housing is conferencehousing@georgetown.edu and for the Office of Campus Activity Facilities is ocaf@georgetown.edu. This will prevent the loss of information due to staff absences or turnover. Using the Web Form to submit correspondence is highly recommended because it generates an audit trail.
- ? Entering information into the Web Form will generate an e-mail advising the Conference Sponsor that the request has been received and is being reviewed. Once reviewed by the appropriate office, an e-mail will be sent via the Web Form advising the Conference Sponsor whether the request can be accommodated. The reservation request is not guaranteed and should not be anticipated until approval is issued by the University
- ? You may use the Web Form to check the status of requests submitted and pertinent deadlines for submitting document to our office.

- ? Once space has been confirmed, a Conference Agreement will be issued. By viewing the web form, you will be able to review the status and request new services.
- ? Multiple users may make additional requests using the Web Form. The Conference Organization bears financial responsibility for all requests submitted on the Web Form.

II. SUMMER CONFERENCE AGREEMENTS/CONFERENCE BILLING:

AGREEMENTS:

- ? The Offices of Summer and Conference Housing and Campus Activity Facilities will provide one consolidated agreement to the customer.
- ? Once the agreement is signed and the Reservation Deposit is submitted, the Conference Sponsor will receive an itemized statement of services to review.
- ? After reviewing, revising and accepting the itemized statement, an Interim Guarantee Payment will be required. (See Deposits and Final Payments Section.)
- ? Changes to the language in the Conference Agreement are discouraged and should not be written on the agreement. Request for language changes should be submitted in writing along with the signed Conference Agreement. If the language is accepted, the University representative will prepare and sign an addendum returning it with a copy of the Conference Agreement signed by both parties to the Conference Sponsor.
- ? **Changes to language or signature of documents should not hold up the payment of the deposit. A confirmed reservation request will remain tentative and the reservation will be considered cancelled if the Reservation Deposit is not received by the due date.**
- ? Once space is confirmed, change requests must be made on the Web Form which could result in an addenda being issued to the Conference Sponsor requiring an additional monetary deposit.
- ? Conference groups must provide a tentative agenda for their program with the signed agreement. In addition, any prominent guests anticipated to be invited to campus (regardless of whether they have confirmed) must be listed. **Facilities space will not be confirmed by the Office of Campus Activity Facilities until the questions on the ON HOLD document are completed.**
- ? Conference groups must provide a certificate of liability insurance, written statement saying the group will use our medical release form (applicable to groups who have participants under the age of 18) or provide a sample copy of the medical release form to be used by the Conference group and proof of DC tax exemption if applicable along with the signed original agreement.
- ? Dining Services will provide a separate agreement for food services and audio-visual equipment.
- ? Other offices of the university with whom arrangements are made by the client may request a separate agreement. Arrangements with other offices cannot be included in the Conference Agreement or financial charges be reflected on our invoice.

INVOICES:

- ? The Offices of Summer and Conference Housing and Campus Activity Facilities will provide one consolidated invoice to the customer. Conference groups should refer questions to the appropriate contacts listed below:

For Housing and Conference Services
For Campus Activity Facilities
 Dining Services will invoice the client separately.

Megan Angevine
Phylander Pannell

? Other campus departments will invoice the client separately.

DEPOSIT AND PAYMENTS FOR EXTERNAL CONFERENCES:

For Summer and Conference Housing and Campus Activity Facilities:

- ? A non-refundable Reservation Deposit is required and due with the signed agreement.
- ? A non-refundable Interim Guarantee Payment which is 50% of the remaining total cost of the conference services requested, is due 45 days prior to the arrival date.
- ? For any additions made after the original agreement is signed, an additional deposit of 20% of additional services is due with the signed addendum prepared by the Office of Summer and Conference Housing or the Office of Campus Activity Facilities.
- ? The remaining total cost of the conference services requested **must be received** by the Offices of Summer and Conference Housing and Campus Activity Facilities by the Guarantee Date (14 days prior to the arrival date) listed in the Conference Agreement. **Without full payment, guests will not be permitted to check in and no services will be provided.**
- ? For any services requested during the course of the group's stay on campus, a final invoice will be issued and payment is due within 30 days of the date of the invoice(s).
- ? Any challenges to the final invoice must be submitted in writing to the appropriate office within 15 days of receiving the invoice to be considered. Payment of the invoice minus the amount being challenged must be paid within 30 days of the date of the invoice(s).
- ? Charges received by the Office of Summer and Conference Housing or the Office of Campus Activity Facilities from other departments after the final invoice is issued and paid, will be billed to the Client.

DEPOSIT AND PAYMENTS FOR INTERNAL CONFERENCES:

For Summer and Conference Housing and Campus Activity Facilities:

- ? Georgetown University departments are required to provide a cost center number on the Conference Agreement and will be charged a 20% non-refundable reservation deposit via a Journal Voucher generated by the Office of Summer and Conference Housing and the Office of Campus Activity Facilities. The remaining balance will be charged via a Journal Voucher after the departure of the conference group. An invoice will be provided for your records.
- ? If a Georgetown University department is co-sponsoring another organization where use of a cost center is inappropriate, deposit and payments will be expected the same as required for external conferences.

Dining Services and Other University Departments:

- ? To be paid as outlined in their agreement terms.

GUARANTEES FROM CONFERENCE SPONSOR:

For Summer and Conference Housing and Campus Activity Facilities:

- ? 30 days after the confirmation to hold your conference at Georgetown University:

A listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please note that requests are processed on a first-come, first-served basis.

? 90 days prior to the participants' arrival date:

An agenda is due to the Office of Summer and Conference Housing.

A revised listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please keep in mind that facilities space is limited. We may be unable to accommodate requests received after this point.

? 21 days prior to the participants' arrival date:

The Office of Summer and Conference Housing will e-mail a spreadsheet to the conference sponsor to use to make room assignment. This spreadsheet is set up to pull directly into our database.

The spreadsheet must not be altered; information must be entered accurately. The sponsor must indicate genders in making room assignments.

Floor plans may be requested to assist the conference sponsor in assigning participants.

? 14 days prior to the participants' arrival date:

The spreadsheet must be completed and e-mailed back to the Conference Coordinator.

A written guarantee separately listing the number of participants and number of telephones and number of parking passes needed is **due to the Office of Summer and Conference Housing**.

A final listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are **due to the Office of Campus Activity Facilities**.

Contact name and cell phone # for the assigned leader staying on campus for the duration of the conference that is the University's contact for information, problems, medical release forms, etc.

Payment in full is due. **Check-in will not occur unless payment is received in full.**

Dining Services and Other University Departments:

? To be submitted in writing as outlined in the terms of the agreement.

CHANGES AND CANCELLATIONS:

For the Offices of Summer and Conference Housing and Campus Activity Facilities:

- ? Verbal cancellations are appreciated; however, all cancellations must be submitted to the appropriate offices **in writing**. The timeline highlighted in the Agreement must be followed in order not to incur any fees as a result of the cancellation.
- ? For any reductions made after the agreement or any addendum is signed, whichever payment has been made, Reservation Deposit, Interim Guarantee Payment or final payment is forfeited.
- ? For cancellations made after the agreement or any addendum is signed, whichever payment has been made, Reservation Deposit, Interim Guarantee Payment or final payment is forfeited

ADVERTISING:

- ? Copies of all advertising (fliers, brochures, etc) must be provided to the Office of Summer and Conference Housing prior to mass circulation.
- ? On all advertising, the room rate must be listed separately from any additional fees (i.e. meals, registration, transportation, etc.).
- ? External organizations renting campus facilities are not permitted to use images or photography of Georgetown University, including its campuses, interior rooms, or buildings, for promotional or commercial purposes.

III. SUMMER HOUSING:

OCCUPANCY:

- ? A conference may not place extra people in a room over the designated capacity. The occupancy may not exceed the capacity as determined by the Office of Summer and Conference Housing.
- ? A conference may not replace participants at any time during their contracted date of stay in order to reduce the number of rooms needed.
- ? A conference may not continue to add participants after the spreadsheet has been provided to the organization 14 days prior to arrival. It is imperative to discontinue soliciting business timely to meet this condition.
- ? A conference sponsor **may not switch room assignments** without discussion with the Office of Summer and Conference Housing Conference Coordinator or Specialist. The records of the University must accurately reflect occupants of the room for security purposes.
- ? A conference group may not exceed the capacity of a complex and go into another complex.
- ? Floor lounges are scheduled by the Office of Summer and Conference Housing. Requests must be made in writing using the Web Form. Conference groups may schedule no more than 7-8 floor lounges per day based upon availability. Rental charge is \$35 per day.
- ? A conference group is not automatically able to use the lounge on the floor to which they are assigned.

STAFF COUNSELORS:

- ? Conference groups must have a minimum of 1 counselor per 15 students under 18 years of age.
- ? Staff/Counselors may arrive no earlier than 5 days in advance of the main group's arrival date and must be for the purpose of planning for their conference, not personal time.
- ? Staff/Counselors must depart no later than 3 days after the conclusion of the conference.
- ? Arrangements can be made for Georgetown students acting as staff or counselors for a conference group to remain on campus longer.

CHECK-IN/CHECK-OUT:

- ? Check-in time is from **4:00 pm** to **9:00 pm**. Check-out time is **10:00 am**.
- ? Any exceptions to this request must be made in the Web Form. Requests are subject to written approval by the Office of Summer and Conference Housing.

HOUSEKEEPING:

- ? Rooms and apartments are cleaned prior to arrival. No additional cleaning is offered. Georgetown University is not liable for items left in rooms following the departure of conference guests. These items will be discarded.

KEYS/CONFERENCE VISITOR PASSES:

- ? Room keys and conference visitor passes are issued to each individual at check-in.
- ? Room keys and conference visitor passes are to be returned by each individual at check-out.
- ? Arrangements can be made through the Conference Coordinator or Specialist (**not the RHO staff**) to return keys and conference visitor cards by one person. It is required to return the keys and cards in the envelopes which they are issued for ease and accuracy of recording the return of the items.
- ? Replacement for a lost key is \$50. Replacement for a lost conference visitor card is \$30.

LINEN:

- ? Linen is not included in the cost of housing in any building.
- ? **Standard Service** linen can be offered to conference groups staying 14 nights or fewer (2 sheets, 1 pillow, 1 pillowcase, 1 blanket, and 1 towel per person) at the rate of \$10.00/person. The bed(s) is made and bath linen is placed in the room at check-in only.
- ? **Self-Service** linen can be offered to conference groups staying 14 nights or fewer (2 sheets, 1 pillow, 1 pillowcase, 1 blanket and 1 towel per person) at the rate of \$8.00/person. The linen is neatly folded and placed on each bed at check-in only.
- ? **Pillow and Blanket** – can be offered to groups and placed in the room at check-in only at the rate of \$5.00/person
- ? **Linen exchange (weekly)** is only available for groups staying longer than 14 days. The rate is \$1.00/person. Laundry facilities are available on campus.

MAIL:

- ? Summer residents staying more than three weeks on campus may receive mail. Residents will receive a Summer Box number and combination upon arrival.
- ? Packages from UPS and FedEx are delivered to your Residence Hall Office (RHO). The RHO staff will post a list with the names of the residents who have received packages for that day. Residents are required to show a photo ID and sign for their packages when they receive them. Only the recipient may sign for his/her package.
- ? Individuals of short-term conference groups (less than three weeks) may not receive mail delivery, neither personally or to the conference office. Any mail received after departure of the group will be returned to sender.
- ? Conference groups may have packages shipped no earlier than 5 days in advance. Be prepared to pick them up immediately.

PARTY REGISTRATION:

- What's required to host a party?
- What's a party?
 - A gathering of 12 or more guests in a University-owned apartment or townhouse where alcohol is present.
 - Two hosts who live in the apartment, one host must be 21 years or older.
 - Both hosts must attend an Info Session.
 - Party must be located in an apartment where half of the residents are 21 years old or older.
- Both hosts must be coherent and able to answer questions and follow instructions.
- No glass bottles.
- No drinking games or other contests involving rapid alcohol consumption.
- Ensure no spillage of guests in hallways and stairwells.
- One host is required at the door at ALL times.
- Required safety capacity levels below:

• Henle, Alumni Square 25	• Townhouse backyards 50
• Nevils, Townhouses, Village A 35	• Village A rooftop 50

- Clean up by 12 noon the next day
- Must submit request by 5:00 pm Tuesday preceding the event in 100 Harbin Hall.
- Parties must end by:
 - 12:00 am (if your party is followed by class day)
 - 2:00 am (other nights)
- Hall Director or Area Coordinator notifies students by 5:00 pm Thurs of approved parties.
- DPS and the Resident Director (RD) will get a list of approved parties
- Only one keg per approved party.
- Only permitted in University-owned townhouses and apartments.
- May not be stored in visible exterior spaces
e.g., porches, yards, windows.

DON'T

- Possess or use of alcohol-related paraphernalia.
- Possess or use beer funnels
- Possess beer pong tables
- Possess or consume contents, of an open alcohol container in a public area
- Drink outside your apartment, except Village A rooftop, private patio, and townhouses backyards
- Consume in any hallways, stairwells, courtyards, etc.

GEORGETOWN UNIVERSITY TRANSPORTATION SHUTTLE(GUTS):

- ? Faculty, staff and students with a valid Georgetown University ID card can ride along any GUTS route at no charge.
- ? Other visitors, can purchase a day pass by visiting the Office of Transportation Management, P4M Southwest Garage.

PARKING (not including buses):

- ? Vehicles must enter campus using the Canal Road entrance.
- ? Participant parking is extremely limited and discouraged. Parking is based on availability determined by the Office of Transportation Management on a first-come, first-served basis for a flat rate of \$12 per day in the Southwest Garage.
- ? Limited parking is available for conference sponsors who need vehicles for their program, not to exceed 3 vehicles. All parking passes must be requested through the Office of Summer and Conference Housing. Parking passes at the rate of \$12 per day/per request are requested through the Office of Summer and Conference Housing by the Guarantee Date (14 days prior to arrival) will be delivered to the conference sponsor for distribution. If passes have not been received, it is the responsibility of the conference sponsor to page their Conference Coordinator for assistance.
- ? Parking is at no charge on Saturday and Sunday.
- ? Passes cannot be ordered on Saturday or Sunday to cover parking for the following week. Cars without parking passes are ticketed every morning with the exception of Saturday and Sunday beginning at 6:00 a.m. and the Office of Transportation Management is not open until 8:30 a.m. If a ticket is received, it is at the expense of the driver. The university bears no responsibility for parking tickets and tickets will not be voided.

LOADING/UNLOADING (not including buses):

- ? Vehicles may not load/unload by any campus building.
- ? Loading and unloading must be done by parking in the Southwest Garage.
- ? Violations will result in ticketing at the expense of the driver. The university bears no responsibility for parking tickets and tickets will not be voided.

BUS LOADING/UNLOADING/PARKING:

- ? Buses must enter campus using the Canal Road entrance.
- ? Overnight bus parking is not available.
- ? Quantity of buses and dates/times arriving to and departing from campus must be scheduled with a representative of the Office of Campus Activity Facilities and are subject to approval. Drop off and pick up locations are determined based upon time of day, day of the week, number of busses per conference group or total of busses for all conference groups and other campus activities, not by the location of the building(s) where the participants are living or meeting.
- ? Buses may not load/unload by any campus building. Loading and unloading may occur only in areas assigned and may not be in close proximity to where the participants are living.
- ? It may be the case that buses may not load/unload on campus, and 37th Street may be the only available option.
- ? Violations will result in ticketing at the expense of the driver. The university bears no responsibility for parking tickets and tickets will not be voided.
- ? In adherence to the District of Columbia law, buses **must not idle** for more than three minutes while parked, unless the outside temperature is 32 degrees Fahrenheit or below or there are 12 or more people on a bus which is operating air-conditioning.

ON-CAMPUS TELEPHONE SERVICE:

- ? Local and long distance telephone service can be arranged for the conference participants by the sponsor only, not by the participants individually. Charges for the telephone service will be added to the conference invoice. Order for telephone service must be received by the Guarantee Date, (14 days prior to the arrival date.) Last minute or weekend requests cannot be accommodated. The Office of Summer and Conference Housing does not receive the charges from the Office of Telecommunications until well after the groups depart. This may result in an invoice from the Office of Summer and Conference Housing after the final invoice is sent to the Conference Sponsor.
- ? If the requested service is not operational, the Conference Specialist must be notified as soon as possible but not to exceed 24 hours to resolve the problem. Lack of notification may result in billing the conference group for the service.
- ? Conference sponsors must provide their own telephone instruments in their office space. There is a charge for instruments that need to be ordered.
- ? Telephone instruments are provided only for Village C sleeping rooms and Copley sleeping rooms with suite or private baths.

ON-CAMPUS COMMUNICATION:

- ? A representative of the conference must be identified and available 24 hours daily via a cell phone during the conference for the purpose of a university representative being able to communicate.
- ? A university representative is available 24 hours daily via cell phone/pager to respond to concerns.

CART RENTAL:

- ? On a first-come, first-served basis, one cart can be signed out from a representative of the Office of Summer and Conference Housing in 100 Harbin Hall during office hours not to exceed one day. Loss or failure to return a cart during office hours will result in a charge of \$250.00. The office has a limited number of carts to sign out.

EMERGENCY MEDICAL TREATMENT FORM FOR TREATMENT OF MINORS:

- ? Conference groups are required to have medical consent forms for treatment of minors (under age 18) attending the conference. The Client is required to have completed forms for all individuals attending the conference. The Client is required to have the forms on file and available for immediate access at all times during the conference. The Client is required to designate a contact that will live on campus, will maintain forms and serve as a primary emergency contact 24 hours daily during the conference. The contact person must be available via a cell phone. The Client must provide a contact person and cell phone number to the Conference Specialist by the due date outlined in the Conference Agreement, 14 days prior to the scheduled arrival date.

MEETINGS:

- ? Conference groups are required to schedule time for a university representative to discuss safety and other general information with conference participants.
- ? The conference sponsor or authorized individual must meet with representatives of the Office of Summer and Conference Housing and the Office of Campus Activity Facilities the

first business day after the arrival date of the staff to review arrangements. The meeting may be arranged by contacting the Conference Coordinator.

CONFERENCE REGISTRATION:

- ? Is not a service provided.
- ? Staff is not available to assist conferences with their pick ups, deliveries or special requests, i.e. distribution of fliers, go to a grocery or supply store, make copies, collate binders, etc.

BUS/GOLF-CART RENTAL:

- ? Is not a service provided. For bus charters for a special event, check with the Office of Summer and Conference Housing.

IV. FACILITIES:

ACADEMIC SPACES (CLASSROOMS):

- ? Classrooms to use as meeting space are assigned in multiple buildings and the assignments may vary daily. Requests for use should be submitted in writing to the Office of Campus Activity Facilities. **ANSWERS TO QUESTIONS INDICATED ON THE ON HOLD DOCUMENT MUST BE PROVIDED BEFORE THE OFFICE OF CAMPUS ACTIVITY FACILITIES CAN CONFIRM NON-ACADEMIC FACILITY SPACE.**
- ? Last minute requests are very difficult to accommodate. Please plan accordingly.
- ? Classrooms are not available for set-up before 8:00 am.
- ? Classrooms may not be scheduled on the departure date of the conference based on the room/apartment check-out time of 10:00 am, unless multipurpose space is scheduled for a luggage room, to be staffed by the conference.
- ? Classroom assignments are made once the Georgetown Summer School classes have been scheduled and assigned. For this reason, actual room assignments will not be conveyed until the end of May.
- ? You may not use unassigned academic spaces.
- ? Written cancellations must be received two weeks (14 days) prior to the date of the reservation. If the cancellation is not received timely, the deposit is non-refundable, because the charge remains. If the cancellation is received timely, the deposit that has been paid is applied to the balance of the costs on the final invoice for their events.
- ? If there is a problem with the space to include but not limited to, assigned space not available, maintenance issues, set up issues, the client must notify the Office of Campus Activity Facilities immediately and follow up with the complaint in writing within 24 hours of the occurrence if a refund is being requested.
- ? Additional tables and chairs in classrooms are not permitted and cannot be added by the conference group.
- ? Existing furniture in the classroom can be rearranged by the conference sponsor and staff but must be returned to the original set-up.
- ? Furniture from classrooms may not be placed in the hallway.

NON-ACADEMIC FACILITIES:

- ? Requests for use of non-academic facilities may be made through the Office of Campus Activity Facilities in writing. **ANSWERS TO QUESTIONS INDICATED ON THE ON HOLD DOCUMENT MUST BE PROVIDED BEFORE THE OFFICE OF CAMPUS ACTIVITY FACILITIES CAN CONFIRM NON-ACADEMIC FACILITY SPACE.**

- ? Last minute requests are very difficult to accommodate. Please plan accordingly.
- ? Conference groups may schedule no more than 7-8 **floor lounges** per day. **Floor lounges are scheduled through the Office of Summer and Conference Housing.** Only if a group has scheduled a lounge, may the group expect to have use of the lounge on the floor they are living. Phone service may only be requested if the lounge is being used as an office. Alcohol is prohibited. Furniture cannot be removed. The charge is \$30/day/lounge.
- ? Multipurpose space may not be scheduled for meeting space on the departure date of the conference based on the room/apartment checkout time of 10:00 am, unless one room is scheduled for a luggage room in advance and staffed by the conference.
- ? Rental and set-up of equipment (tables/chairs, etc.), cleanliness, and access to non-academic facilities space is coordinated by the Office of Campus Activity Facilities.
- ? Changes and cancellations for non-academic facility space must be submitted in writing 14 days prior to the event to the Office of Campus Activity Facilities.
- ? You may not use unassigned non-academic spaces.
- ? Written cancellations must be received two weeks (14 days) prior to the date of the reservation. If the cancellation is not received timely, the deposit is non-refundable, because the charge remains. If the cancellation is received timely, the deposit that has been paid is applied to the balance of the costs on the final invoice for their events.
- ? If there is a problem with the space to include but not limited to, assigned space not available, maintenance issues, set up issues, the client must notify the Office of Campus Activity Facilities immediately and follow up with the complaint in writing within 24 hours of the occurrence if a refund is being requested

UNIVERSITY OFFICES:

- ? Conference participants or sponsors should not enter university offices and request use of their space. If you are interested in a vacant office or meeting room, check with the Office of Campus Activity Facilities.

COMMON SPACE:

- ? Conference groups may not block common areas inhibiting entrance or egress.
- ? Personal grills or containers with open flames are prohibited.

FURNITURE REQUESTS:

- ? All furniture must remain in the rooms/apartments/lounges/classrooms. University policy treats unauthorized removal of furniture as theft.
- ? Rooms cannot be doubled/tripled to accommodate more than the agreed number of spaces.
- ? Furniture and office equipment is not available to furnish an office environment for the conference group.

INSPECTIONS:

Staff of the Office of Housing Operations will inspect Residence Hall rooms and apartment weekly between 1:00 pm to 5:00 pm Monday – Friday to determine the status of reported maintenance problems called into Work Management at 202-687-3432 and the need for maintenance, cleaning or painting prior to Fall opening.

If you have any questions, please do not hesitate to contact the Office of Summer and Conference Housing at (202) 687-3001 or the Office of Campus Activity Facilities at (202) 687-3726.

