I. CONTACTING OUR OFFICES

a. Web Form [http://housing.georgetown.edu/summer/conference/](http://housing.georgetown.edu/summer/conference/)

All conference correspondence goes through the Web Form, an online portal set up to bring together university parties involved in planning and executing your summer conference. Web Form instructions are emailed to the Conference Sponsor after space has been confirmed. The conference sponsor logs in using their email address, and can from there add any necessary users from their organization.

Web Form changes and messages reach both the Office of Residential Living and the Office of Campus Activity Facilities on a daily basis. Only correspondence sent through the Web Form will be honored and responded to, so please refrain from emailing conference contacts directly. Any requests or changes made via the Web Form will be acted upon and charged accordingly.

b. Conference Coordinators

From March until the end of your program, you will be assigned a Conference Coordinator. This person is your primary point of contact with our office. From mid-May to August, Conference Coordinators are on call 24/7 to respond to conference emergencies. For non-emergencies, the Conference Coordinator can be reached via the Web Form.

c. Contact Information & Office Hours

**Office of Residential Living**

- **Summer Programs**
- 100 Harbin Hall, Box 571117
- Georgetown University
- Washington, DC 20057-1117
- (202) 687-4560
- Fax: (202) 687-4590
- conferencehousing@georgetown.edu
- [http://housing.georgetown.edu/summer/](http://housing.georgetown.edu/summer/)

  - September – Mid-May
    - Monday-Friday 9am-5pm
  - Mid-May – August
    - Monday-Friday 9am-6pm
    - Saturday-Sunday 10am-6pm

**Office of Campus Activity Facilities**

- 1507 Leavey Center
- Georgetown University
- Washington, DC 20057
- (202) 687-3726
- Fax: (202) 687-2191
- ocafi@georgetown.edu
- [http://getinvolved.georgetown.edu/reserving-spaces/](http://getinvolved.georgetown.edu/reserving-spaces/)

  - Sunday-Thursday 9am-1am
  - Friday-Saturday 9am-2am
II. AGREEMENTS AND BILLING

a. Agreements
The Office of Residential Living and the Office of Campus Activity Facilities issue a joint Summer Conference Agreement via the Web Form. This Agreement includes all of the policies, procedures, and dates applicable to the conference sponsor regarding their stay on campus. The Agreement will include a preliminary invoice for goods and services in the Office of Residential Living, and may include a deposit for the Office of Campus Activity Facilities. Groups will be charged for all services in the process of final billing, and should not expect that the Agreement invoice is the final total cost. Changes cannot be made to the main text of the Summer Conference Agreement. If you find issues with the invoice included in the document (found on the final page), please send a message to our office via the Web Form immediately.

b. Internal vs. External
A group is considered internal if it pays by University cost center. All other groups are external, and are subject to the deposit timeline below. All groups, regardless of payment method, are subject to the cancellation timeline. Internal groups must provide a University cost center prior to Agreement signing, or will be considered external.

All external conference groups must provide a Certificate of Liability Insurance to the Office of Residential Living at the time of signing of the Summer Conference Agreement. Groups sponsoring minor program participants are required to hold insurance which covers sexual assault and molestation in the amount of at least $1,000,000 combined single limit per occurrence, or at least $2,000,000 aggregate.

c. Taxable vs. Tax-Exempt
A group is considered tax-exempt if and only if they have a DC Sales Tax Exemption Certificate, and this certificate is provided to the Office of Residential Living prior to Agreement signing. All other groups will be charged DC sales and occupancy taxes as necessary.

d. Deposits and Cancellation Timeline
The following schedule details the deadlines for deposits and cancellations set forth in the Summer Conference Agreement. All dates and deposit amounts will be included on the invoice page of the Agreement itself. Arrival dates are based on the arrival of the first conference-affiliated person on campus.

Cancellations must be submitted via the Web Form. No other form of cancellation will be accepted, and groups will be liable for any goods or services not officially cancelled.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Name</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Days After Agreement Sent</td>
<td>Reservation Date</td>
<td>Original signed Summer Conference Agreement; Reservation Deposit; Certificate of Insurance; Tax-Exemption Certificate (if applicable); cancellation after this point includes 20% charge for cancelled goods and services</td>
</tr>
<tr>
<td>45 Days Prior to Arrival</td>
<td>Interim Guarantee Date</td>
<td>Interim Guarantee Deposit; cancellation after this point includes 50% charge for cancelled goods and services</td>
</tr>
<tr>
<td>14 Days Prior to Arrival</td>
<td>Guarantee Date</td>
<td>Guarantee Deposit; cancellation after this point includes 100% charge for cancelled goods and services</td>
</tr>
</tbody>
</table>

e. Billing
Billing will be completed within 4 weeks of the conclusion of your conference. The Office of Residential Living will collect information on any additional charges to the Agreement invoice and put together a final conference bill. These charges could include, but are not limited to: parking, meeting space, lounge space, damages, telephones, etc. Your final conference bill will be posted to your Web Form. Any issues or concerns must be contested within 15 days of posting the bill. Payment cannot be withheld due to contesting a portion of your bill. Refunds will be issued as necessary.
f. **Refunds**

   Anytime an external group has paid more than their final conference bill states, a refund is issued either by check through the University’s Division of Financial Affairs or by credit card, depending on the original payment method. Internal groups will have refunds processed via journal by the Office of Residential Living.

g. **Advertising**

   Conference groups must send copies of all advertising (including website links) to the Office of Residential Living prior to mass circulation. Any advertising must list the room rate separate from any additional fees. External organizations may not use images or photography of Georgetown University for promotional or commercial purposes, nor may they list their program as being sponsored by Georgetown University.

### III. RATES AND TAXES

a. **Residence Hall & Apartment Space**

   Room rates are determined by a Group system:

   - **Group A** – internal University departments and offices funding housing for summer students and programs via University budgets
   - **Group B** – internal University departments and offices funding housing for summer students and programs via payments from participants
   - **Group C** – groups external to the University

   These distinctions make it easier for our office to determine tax status and to provide accurate financial reporting. Your group status will be identified by the Office of Residential Living at the time of blocking space for your program, and you will be provided with the appropriate rate schedule.

   For each group, there are two sets of rates, one with an “Early Bird” discount and the other for regular rates. “Early Bird” status is determined by completing your Web Form by November 1st and signing your Summer Conference Agreement by January 1st. Missing either of these deadlines precludes the “Early Bird” rate.

b. **Linen**

<table>
<thead>
<tr>
<th>Linen Package</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanket &amp; Pillow Only</td>
<td>Includes: 1 blanket, 1 pillow; items placed on bed prior to check-in</td>
<td>$7/Person/Week</td>
</tr>
<tr>
<td>Self-Service</td>
<td>Includes: 1 blanket, 1 pillow, 2 flat sheets, 1 pillowcase, 1 towel; items placed on bed prior to check-in</td>
<td>$12/Person/Week</td>
</tr>
<tr>
<td>Standard*</td>
<td>Includes: 1 blanket, 1 pillow, 2 flat sheets, 1 pillowcase, 1 towel; bed is made prior to check-in</td>
<td>$20/Person/Week</td>
</tr>
<tr>
<td>Linen Exchange*</td>
<td>Guests may exchange sheets, pillowcases, and towels at the Residence Hall Office. Dates must be specified at least 2 weeks in advance of exchange.</td>
<td>$5/Person/Exchange</td>
</tr>
</tbody>
</table>

c. **Lounges**

   Residence halls often have lounge space available for each floor of occupants. Lounges can be used by groups staying on the floor free of charge. Should a group wish to have exclusive use of the lounge space, for example as office space, the charge is $30/lounge/night. Groups must request this at the time of Agreement-signing, and will receive keys for their lounge space at check-in. Any fees associated with changing the locks of the lounge space for a conference group’s
exclusive use are included on the final conference bill. Conference groups may not use lounges on a floor they do not occupy.

d. Telephones
Occasionally, conference groups wish to install telephone service into lounge space or room space to be used as office space. If your group so desires, please contact the Office of Residential Living prior the Interim Guarantee Date to discuss placement of phones and associated costs. Final conference bills for groups with telephone service will be delayed, as this involves waiting for billing from another campus department.

e. Taxes
Housing accommodations are subject to a 14.5% DC sales and occupancy tax, and linen packages are subject to a 5.75% DC sales tax, unless proof of tax-exemption is provided by Agreement-signing. Internal groups will have their tax-status determined by the Business Officer for the Office of Residential Living. Not all internal groups are considered tax-exempt — this determination is made based on the nature and purpose of their programs, as well as the Group designation discussed above.

IV. YOUR STAY ON CAMPUS

a. Rooming List
The Office of Residential Living will post to the Web Form a spreadsheet to be filled out with room assignments at least 21 days prior to the group’s arrival. This spreadsheet will be due, in its final form, no later than 14 days prior to the group’s arrival. The Office of Residential Living is also able to post floor plans of the residence hall space, should a conference group so desire.

No major changes to a rooming list are allowed after it has been uploaded to our conference management system. A limited number of changes are allowed if submitted via the Web Form within 72 hours of arrival on campus, but no later.

b. Check-In & Check-Out
Conference group check-in begins at 4pm on the date of arrival. Check-in, unless otherwise arranged with the Office of Residential Living, happens at the Residence Hall Office (RHO) associated with the group’s building. Participants must check-in in-person, with a photo ID.

All residence halls require access cards to enter the building and to get past the Student Guard Desk. If a conference group has informed the Office of Residential Living they are not receiving GOCards (Georgetown University IDs) for their participants, they are issued Conference Visitor Cards (CVCs) at check-in to access their building. Conference groups must inform the Office of Residential Living of needs for CVCs by Agreement-signing, otherwise there is no guarantee that there will be enough CVCs for their entire group’s access. Any individual without a GOCard or CVC can only access the building accompanying a resident possessing one or the other, who signs the visitor in at the Student Guard Desk. Visitors must have picture IDs to sign in.

Check-out for all non-School of Continuing Studies conference groups is by 10am, unless otherwise arranged with the Office of Residential Living. This arrangement must be approved in writing on the Web Form. Check-out for all School of Continuing Studies conference groups is 8am. In the process of checking-out, a participant will receive a receipt of key (and if applicable, CVC) return. Groups must be out of their rooms with keys and CVCs fully returned by their check-out time. There may be longer lines at the RHO during check-out times—please plan accordingly. Late check-out can be accompanied by charges for additional nights.
c. **Lost Keys and Access Cards**

While conference groups are on campus, lost keys and Conference Visitor Cards should be reported immediately to the Office of Residential Living to be replaced. Lost keys & CVCs cost $50/each for replacement. Lost keys require an emergency lock change, and will necessitate each individual in the room to turn in their old key and pick up a new key from the RHO. If an item is lost after business hours, the RHO of the respective building or the 24-hour Kennedy RHO can let a participant into their room with proper identification. The item should be reported missing to the Office of Residential Living as soon as possible the next day.

After conference groups have departed, lost keys and Conference Visitor Cards will be tallied by the Office of Residential Living and charged to the final conference bill. The charge remains $50/each. Any contestation of lost key or CVC charges should be accompanied by the appropriate check-out receipt.

d. **Mail & Packages**

Summer residents staying on campus for more than three weeks may receive mail. Residents will receive a mailbox number and combination upon arrival. Individuals of short-term conferences (less than three weeks) cannot receive mail delivery, neither personally nor to the Office of Residential Living. Any mail received after departure of a group is returned to sender.

Packages for summer residents are delivered to their Residence Hall Office (RHO). The RHO staff post a list with the names of residents who have received packages for that day. Residents are required to show a photo ID and sign for their packages in order to receive them. Only the recipient may sign for his/her package. Conference groups may have packages shipped no earlier than 5 days in advance of their arrival on campus. Conference groups and their participants should be prepared to pick up all packages immediately. Any package left in the RHO for more than two weeks is returned to sender.

e. **Pets**

Summer residents are prohibited from having pets in Georgetown University housing. Some live-in staff members in the residence halls are authorized to and do have pets. Please notify the Office of Residential Living as soon as possible if being on a floor with an animal is an issue.

f. **Internet**

All residence hall and apartment space on campus is wired for both Ethernet access and wireless internet access. Ethernet cables are not provided. Wireless internet is accessible for those without netIDs as “Guestnet.” Those with netIDs should access “Saxanet,” and follow necessary log-in instructions found there.

g. **Maintenance**

All maintenance issues should be reported immediately to both the Office of Residential Living via the Web Form, and Planning and Facilities Management by phone. Planning and Facilities Management can be reached at (202) 687-3432 during business hours. After-hours emergencies should be reported to (202) 687-4343.

h. **Inspections & Damages**

Residence halls and apartments are inspected at the end of the spring semester, prior to the arrival of every summer conference group, and at the beginning of the fall semester. Charges will be assessed to conference groups for any broken or missing furniture and/or damages to residential space. Please report any maintenance or furniture issues immediately upon arrival on campus on the Web Form, in order to ensure no damage charges for your group.
V. OFFICE OF CAMPUS ACTIVITY FACILITIES

a. Audio Visual Equipment
Audio visual equipment for classrooms must be scheduled through OCAF. Audio visual equipment for all other spaces may be ordered from a list of approved vendors provided by OCAF.

b. Requests, Changes, and Cancellations
Requests for activity space, meeting space, classrooms, or equipment must be made via the Web Form. Changes and cancellations of activity space, meeting space, classrooms, equipment, or audio visual services must be received 10 business days prior to the event date. All changes and cancellations must be made via the Web Form. Late cancellation leaves the conference group liable for all applicable charges, including room rental fees and equipment costs.

You may not use unassigned activity, classroom, or meeting space. Questions indicated in the On Hold document, sent by OCAF via the Web Form, must be answered before OCAF can confirm any facility space. Failure to provide requested information may result in cancellation of request. Last minute requests are very difficult to accommodate and are not guaranteed. Please plan accordingly.

c. Academic Spaces (Classrooms)
OCAF works with the University Registrar to schedule classroom space. Classroom assignments are made once Georgetown Summer School classes have been scheduled, and therefore, not available for conference groups until the end of May. Classrooms are generally not reservable before 8am and cannot be scheduled for the group’s day of departure past 10am. Classrooms are assigned in multiple buildings and may vary by day. Classroom furniture may not be removed and no additional furniture added. Any rearranged furniture must be placed in its original arrangement when leaving the classroom.

d. Non-Academic Facilities
Rental and set-up of equipment (tables, chairs, etc.) for non-academic facilities is coordinated by OCAF.

e. Timeline
Arrival dates are based on the arrival of the first conference-affiliated person on campus.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Days After Agreement Sent</td>
<td>A listing of requested meeting, classroom, and activity spaces along with estimated attendance, equipment, and setup needs (i.e. tables, chairs, etc.) are due to the Office of Campus Activity Facilities. Please note that requests are processed on a first-come, first-served basis.</td>
</tr>
<tr>
<td>90 Days Prior to Arrival</td>
<td>A revised listing of requested meeting, classroom, and activity spaces along with estimated attendance equipment, and setup needs (i.e. tables, chairs, etc.) are due to the Office of Campus Activity Facilities. Please keep in mind that activity space on campus is limited; we may be unable to accommodate requests received after this point.</td>
</tr>
<tr>
<td>21 Days Prior to Arrival</td>
<td>Agendas for events occurring in activity spaces are due to the Office of Campus Activity Facilities. The agenda must include any applicable speakers, caterers, external vendors, external equipment, etc. that will be in the space. Failure to provide the above information could result in the cancellation of your request. Please note that speakers external to Georgetown University are subject to approval.</td>
</tr>
<tr>
<td>14 Days Prior to Arrival</td>
<td>A final listing of requested meeting, classroom, and activity spaces along with estimated attendance, equipment, and setup needs (i.e. tables, chairs, etc.) are due to the Office of Campus Activity Facilities. Bus information (drop-off/pick-up requests, number and size of buses, etc.) is also due to the Office of Campus Activity Facilities at this time.</td>
</tr>
</tbody>
</table>

f. Issues with Facilities
If there is any problem with a space, OCAF must be notified immediately by contacting the office or by calling the assigned Scheduling Coordinator. The complaint must also be submitted in writing within 24 hours of the incident’s occurrence if a refund is being requested.
VI. SAFETY AND SECURITY

a. Emergency Contacts & Safety Meeting
   A conference emergency contact name and cell phone number must be provided to the Office of Residential Living by the Interim Guarantee Date. This individual should be an adult who is staying on campus and should be prepared to respond to emergency calls related to their conference from the Georgetown University Police Department or the Office of Residential Living at all hours the entirety of their stay. This person will be our first point of contact in the event of an emergency.

   Ideally prior to arrival, but no later than the day of arrival, conference groups must schedule a safety meeting with their Conference Coordinator. The Conference Coordinator will share emergency protocols and other safety measures and will be on hand to review and discuss arrangements for the group’s stay. This meeting must be scheduled no later than the Guarantee Date.

b. Georgetown University Police Department http://police.georgetown.edu
   Security on campus is handled by the Georgetown University Police Department, who coordinate with DC Metropolitan Police as necessary. If you experience an emergency while on campus, please contact the Georgetown University Police Department immediately by calling (202) 687-4343 or by using the blue call boxes located across campus.

c. Emergency Management http://emergencymanagement.georgetown.edu
   In the event of a large scale emergency situation or natural disaster, the University has established protocols of response through the Department of Emergency Management and Operational Continuity. Procedures for such situations will be laid out by the Conference Coordinator in your safety meetings.

d. Georgetown Emergency Response Medical Service (GERMS)
   GERMS is a group of students certified as EMTs. The group runs free ambulance service on campus and in the immediate vicinity. GERMS can be dispatched by calling the Georgetown University Police Department at (202) 687-4343.

VII. MINORS

a. Emergency Medical Treatment Forms
   Any person under the age of 18 staying on campus must have a signed emergency medical treatment form. This form can be of the conference group’s choosing, or can be the generic form provided in the Summer Conference Agreement. The Office of Residential Living must review a signed copy of the form prior to any minor’s check-in. No key will be issued to any member of the conference group unless every minor in the group has a medical release form.

b. Protection of Minors Policy
   The Georgetown University community has worked to develop the Protection of Minors Policy (http://protectionofminors.georgetown.edu/) in order to promote the safety and well-being of children and the most vulnerable among us. To that end, all conference groups with minor participants are required to comply with the full policy, as laid out online, and the requirements listed in Appendix B of the Summer Conference Agreement.

VIII. TRANSPORTATION

a. Parking
   Conference groups may park on campus on the weekdays using visitor parking, run by the Office of Transportation Management. Please see their website for more details: http://otm.georgetown.edu/index.cfm?fuse=parking. The Office of Residential Living may help arrange parking for conference groups, at the same rate given by the Office of Transportation Management. Parking must be arranged prior to the Interim Guarantee Date for conference groups.
b. **Buses**

Buses must enter campus using the Canal Road entrance. All bus drop-offs and pick-ups must be scheduled through the Office of Campus Activity Facilities at least 4 full business days (excluding Saturday and Sunday) in advance. Failure to do so will result in a late processing fee of $50/bus/incident. All late processing fees will be added to the final OCAF invoice.

Bus loading and unloading is determined by an OCAF representative with the following particulars in mind: time of day; day of week; size of bus; number of buses per group; number of total buses at that day and time; campus activities; etc. Location of the building where participants are living or meeting is not a factor. It may not be possible for some buses to load or unload on campus. Overnight bus parking is not available.

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 operating its air-conditioning.

c. **Georgetown University Transportation Shuttle (GUTS)**

Faculty, staff, and students with a valid Georgetown University ID can ride the GUTS buses free of charge. Other visitors can purchase a day pass by visiting the Office of Transportation Management on level P4M of the Southwest Garage. Groups staying for an extended period of time may purchase GUTS bus passes for the summer.

d. **WMATA**

Georgetown is not located on a Metro stop. However, the GUTS bus runs two routes to metro stops, one to Rosslyn on the Blue and Orange line and one to Dupont Circle on the Red line. Several MetroBus and Circulator routes run to or near campus. More information can be found at [www.wmata.com](http://www.wmata.com).