



## GUIDELINES FOR CONFERENCE CHAIRPERSONS

The conference chairperson and chaperones are responsible for seeing that participants exercise care in using the building, furniture and equipment, and respect the privacy of other guests. Conference organizers and chaperones are responsible for maintaining appropriate behavior in the living, dining and common areas of the building in which their participants are residing. The conference group will be billed for any identifiable damage or loss incurred as a result of actions of a group member or guests of a group member. The conference must establish a process for managing behavior and administering sanctions, including removal from the hall. Any conference with participants of college age or younger is considered a youth conference.

The conference chairperson and chaperones are responsible for seeing that conferees observe State and federal laws and University Residence Hall policies. Those who fail to observe these guidelines are subject to disciplinary action, including termination of occupancy.

Any special insurance (liability or health) is the responsibility of the conference organization. Well in advance of the dates for the conference, conference organizers should contact University Health Services regarding arrangements for on-campus medical treatment. A signed parental release form is required by University Health Services for treatment of minors. The following guidelines and regulations are established to help protect the rights of all conferees and to promote a positive and safe living environment.

**Youth Conferences:** To provide an enjoyable stay for all conferees and adequate supervision for youth participating in summer programs, we require a minimum ratio of one live-in adult counselor or chaperone per 22 youth of each sex. Supervision by chaperones is to be provided at all times youth are inside the building, including in the dining room during meal hours. Prior to or on the day the group checks in, we ask that a time be set aside for counselors or chaperones to meet with housing staff to familiarize themselves with building services, facilities, operating and safety procedures, and other areas of potential concern. Additional meetings may be scheduled as needed to assist the chaperones in the fulfillment of their responsibilities.

**Alcohol:** Alcoholic beverages may be consumed and stored in conferee rooms if all occupants are 21 years of age or older. Drinking is not permitted in hallways, lounges, lobbies or other public areas of the residence halls. Alcohol is not permitted at any University Residence Hall sponsored program or event. Large containers or volumes of alcohol are not permitted in the University Residence Halls. This includes kegs, party balls, and other containers more than one gallon or a case or more of alcohol. Empty alcohol containers will be viewed as evidence of consumption and may subject individuals to the University disciplinary process. Providing alcohol to individuals under 21 years of age or possession of alcohol by individuals under age 21 are violations of criminal law and University policy. Violators may be subject to University disciplinary processes and criminal court action.

Any conferee of legal age who transports alcohol within a residence hall must use a closed, opaque container. Responsible use of alcohol is expected. Conferees found to be intoxicated or potentially harmful to themselves or others may be detained for assessment before being allowed into the residence hall. Conferees who are found to be intoxicated are subject to disciplinary action.

**Appliances:** Only UL-approved blenders, grounded coffee makers, fans, irons, popcorn poppers (with self-contained heating coils), smoothie makers, coffee grinders, food dehydrators, juicers, electric can openers, sandwich makers and hotpots (a cooking utensil with a self contained heating coil used to heat liquids with a capacity not exceeding three cups) are permitted in conferee rooms.

The following may not be used or stored in the residence halls at any time: Microwave ovens and refrigerators (other than MicroFridges provided by the Division of Housing and Food Service), crockpots, deep fryers, electric woks, hamburger cookers, hotplates, electric skillets, bread cookers, electric grills, coffee/drink warmers, rice cookers, space heaters, toasters and toaster ovens, frying skillets or any cooking appliance other than those specifically approved. By order of the State Fire Marshal, the use of any appliance with open heating coils is prohibited. Conferees found in violation of policy will be directed to immediately remove prohibited items and be subject to disciplinary action, including fines.

**Behavior:** Appropriate behavior and consideration of the rights of others are expected. Excessive noise from parties, stereos, radios, musical instruments or sound amplification equipment; rowdy behavior, water fights, running, or throwing balls or other items inside the residence hall; elevator misuse or damage; throwing items from windows or roofs or hanging items outside windows; or other loud or disruptive behavior is not permitted in the residence hall. Musical instruments may be played only in designated areas. A quiet demeanor is expected at all times in and about the residence halls.

**Bicycles:** Bicycle racks are located near each residence hall. Bicycles may not be chained to sign posts, railings or any other University property other than the bicycle racks provided. Upon mutual consent of roommates, bicycles may be stored in residence hall rooms provided that exit from the room is not obstructed. Bicycle storage in hallways, lounges, stairwells or other public space is not permitted. Bicycles are not permitted in elevators. Bicycles secured in public areas will be removed by University staff and impounded by the University Police Department. The removal charge is \$50. Bicycles may not be ridden indoors.

**Candles and Incense:** By order of the State Fire Marshal, candles, incense or other open flame devices may not be burned inside our buildings. Candles are not permitted in conferee rooms as decoration. Conferees found in violation of policy will be directed to immediately remove prohibited items and be subject to disciplinary action, including a fine.

**Decorations:** Holiday lights, glitter, confetti or other flammable materials may not be used in the residence halls. These items create a safety hazard and are difficult to clean. Conferees found in possession of such items are subject to a fine.

**Dining Room Conduct:** Conferees are expected to observe serving hours. Meals in the Jester Second Floor Dining Room are all-you-care-to eat; however, all food items must be eaten in the dining room. Only items a conferee is eating may be finished on the way out (e.g., ice cream). Participants are expected to bus their own trays, including disposing of paper waste in the trash receptacles and putting silverware in the containers provided. Due to limited seating, conferees are expected not to linger in the dining room after completing their meals as a courtesy to other groups needing to eat in the facility. Tables and chairs should not be rearranged. Proper attire in the dining room includes shirt and shoes (conferees in bathing suits will not be served). Individuals without meal IDs are not permitted in the dining room. Lost meal IDs will be replaced upon receipt of, or authorization to bill the conference for, the replacement fee of \$5.

**Doors:** Locked doors to hallways, bathrooms and access from the outside should never be propped, the lock disabled or the door held open for an unknown person, as this creates a safety risk to all conferees.

**Drugs:** The possession or use of illegal drugs or drug paraphernalia is prohibited in or about the residence halls and is considered a serious violation of University regulations and expectations. Since such acts are also violations of criminal law, it is possible for the violator to be subject to criminal court actions as well as University disciplinary action.

**Electrical Extensions:** The State Fire Marshal has indicated that the use of extension cords or multiple plug converters is prohibited. The State Fire Marshal has approved the use of the following devices when electrical extensions are required:

- A UL-approved power strip with a circuit breaker. The power strips must be constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire. The power strip must be a three-wire grounded unit. The power strip must also be rated for a maximum of 15 amps and 1875 watts and have a built-in circuit breaker.
- A Multi-plug adapter with a built-in 15 amp circuit breaker that can be plugged into one wall receptacle.
- A Universal (or Uninterrupted) Power Supply device (UPS) is also permitted.

No other devices are allowed. All power strips must be plugged directly into a wall outlet. Power strips may not be plugged into another power strip. Power strips are limited to one per wall outlet. Use of unauthorized extension devices presents a fire hazard. Conferees found in possession of an electrical cord or multiple plug converter will be directed to immediately remove the item and be subject to disciplinary action, including a fine.

**Elevator:** Elevator misuse or damage is not permitted. The conference group is responsible for repair charges as a result of over crowding and other misuse or damage.

**Entry:** At night, conferees must enter through the front doors of the building. While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room to investigate violations of University regulations, federal, State or local laws. Observed or alleged contraband will be confiscated. Other situations include:

- Health, Fire and Life Safety room inspections once a month by the Office of the University Fire Marshal and/or by the Division of Housing and Food Service staff (i.e., Building Services or Residence Life staff).
- When your welfare and the welfare of the residence hall are concerned.
- To ensure proper care, maintenance and safety of the facilities.
- To make necessary repairs.
- When the door is open and a violation of University policies is in plain view.

**Escort Policies:** All visitors must be escorted when visiting conferees, except in designated public areas. There are house phones located either outside the entrance door to each residence hall or in the main lobby. The phones should be used by guests to contact conferees. Unescorted individuals should be reported to the area desk.

**Explosives/Fireworks/Weapons:** Fireworks, chemicals, lighter fluid, gasoline, other explosives and flammables and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the University campus. Facsimiles, including waterguns and airguns, are also prohibited on campus. The prohibition applies to all persons, conferees, faculty, staff and campus visitors, and it applies to all areas of the University.

Texas law states that possession of firearms, illegal knives, clubs or prohibited weapons on a college campus is a third degree felony. Anyone found in possession of any of these weapons is subject to arrest. Storage or use of chemicals that generate EPA regulated classified wastes (this includes photography development) or controlled substances are prohibited in the residence halls.

**Fire Alarms and Fire Safety Equipment:** Conferees and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. Tampering with fire and safety equipment or setting off a false alarm is a violation of State law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system. Tampering includes, but is not limited to, the following:

*Disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs. Covering or hanging anything on fire sprinkler heads or pipes is NOT permitted at any time.*

Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to your area desk. The Division of Housing and Food Service is committed to the prevention of tampering with fire safety equipment and will work with staff, conferees and University Police to identify responsible individuals. All conferees with information that can assist in the investigation are encouraged to contact a residence hall staff member or the University Police.

**Fire and Life Safety Violations:** Tampering with fire and life safety equipment is considered a Class A Misdemeanor, subject to fines and imprisonment. At a minimum, conferees found responsible for tampering with fire and life safety equipment or conferees found in violation of fire and life safety policies are subject to the penalties listed in the box, including disciplinary action up to removal from the residence hall, fines and possible legal action.

NOTE: State arson laws, amended in 2001, upgrade the penalty for discharging fireworks and explosives from a misdemeanor to a state jail felony offense. Any person found discharging fireworks or explosives is subject to University disciplinary action, fines, and criminal prosecution (including jail time).

| <b>Violation</b>  | <b>Fine</b>                               |
|---|---|
| <b>Setting off a false alarm</b>  | <b>Minimum of \$1,000</b>                 |
| <b>Discharging fireworks, explosives, weapons</b> or other devices that could inflict harm, damage physical property and/or result in disturbance.  | <b>\$500</b>                              |
| <b>Obstruction of fire sprinkler system.</b> Includes hanging items from sprinkler head or obstructing proper operation of sprinkler system. Examples include placing or storing items within 18 inches of sprinkler head (including sprinkler heads in closet), and covering or hanging items from sprinkler | <b>\$100 plus damage costs</b>            |
| Or <b>hanging items from soffit</b> (sprinkler pipe covering) or placing items on top of soffit.  | <b>\$25</b>                               |
| <b>Tampering with fire safety and sprinkler equipment</b> (including but not limited to smoke detectors, sprinkler system valves, fire extinguishers, fire hoses, alarm horns, fire doors, door closers, exit and safety-related signage or activating sprinkler head).                                       | <b>\$100 plus damage costs</b>            |
| <b>Open flame/arson.</b> Having an open flame or setting fire (arson) to any object within the residence hall or within immediate surroundings outside any residence hall (except outdoor smoking and grilling).  | <b>Minimum of \$100 plus damage costs</b> |
| <b>Failure to evacuate during a fire alarm</b>  | <b>\$50</b>                               |
| <b>Possession of banned objects</b> including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks (including Poppers), weapons, halogen lamps exceeding 120 watts and other prohibited lighting under lighting policy.  | <b>\$50 per item</b>                      |
| <b>Smoking indoors</b> or in other designated no-smoking areas  | <b>\$50</b>                               |
| <b>Obstructing a route of fire egress</b> including trash, debris and other physical barriers to egress from room, hallway or stairwell.  | <b>\$50</b>                               |
| <b>Covering evacuation diagram or excessive wall coverings</b> (more than 20% of wall space)  | <b>\$25</b>                               |

**Furniture:** Common areas are furnished with tables, chairs and couches for comfort and enjoyment. Televisions are also provided in selected areas. Furniture or equipment owned by the University may not be moved from one room to another. The conference is subject to a minimum charge of \$50 for the unauthorized movement of furnishings.

**Gambling:** Gambling restrictions established by civil statutes and the Rules and Regulations of the Board of Regents are enforced in the residence halls.

**Harassment:** Conferees should adhere to standards of civility and good taste that reflect mutual respect. A respectful environment is free of harassment, violence and verbal abuse. Threats of violence as well as other acts or communications intended to intimidate, harass or annoy are prohibited. It is the policy of the University of Texas to maintain an educational environment free from harassment and intimidation.

**Identification (Personal):** Members of the housing staff may request proof of identity of any person in the residence hall.

**Keys:** University keys may not be duplicated. Possession or use of keys other than those officially issued, tampering with University locks or loaning keys to another individual are violations of residence hall policy. Room keys are the responsibility of the conferee to whom they are issued. Lost room keys should be reported to the appropriate hall desk immediately. Replacement of lost keys will be made upon receipt of, or authorization to bill the conference for, the \$75 replacement fee. In addition, the conference is billed \$75 for each lock for which keys are lost or not returned to the designated location during the check-out period. A bent or broken key will be replaced at no charge if there is no evidence of vandalism; otherwise, there is a \$2 replacement key charge. The bent or broken key must be turned in when you report the problem to the area desk. Conferees are encouraged to keep their doors locked at all times.

**Lighting:** Halogen lamps consuming more than 120 watts of power are not permitted in the residence halls. This includes most torchère-type fixtures. Paper lanterns and holiday lights are not permitted. Placing cloth or paper over lighting is not permitted.

**MicroFridges:** Each room is provided with a MicroFridge unit. Conferees should empty the MicroFridge before checking out. The conference will be charged for any damages to the MicroFridge.

**Personal Property:** Although the University cannot assume responsibility for accidents or lost, stolen or damaged personal property of a conferee, some suggestions are offered for the protection of personal possessions. Conferees are urged: 1) to keep their rooms locked at all times; 2) to carry insurance on valuable items; 3) to record the serial numbers of property; and 4) to call University Police (471-4441) and the appropriate residence hall office immediately to report any missing items, or suspicious persons or activities.

If you drop something down an elevator shaft, plumbing fixture, or heating or cooling unit, report it to the area desk. A maintenance worker will attempt to retrieve your belongings as soon as possible. Items will be retrieved at your expense. Charges apply whether or not the worker is successful in retrieving the lost item.

**Pets:** Fish in small aquariums are the only pets allowed. Any other animals found in the residence hall will be removed at the expense of the participant, who will be subject to disciplinary action.

**Pranks:** Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others, or which cause damage or destruction to property, are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited.

**Recreational Equipment:** Riding bicycles, scooters, skateboarding and rollerblading are prohibited inside all residence halls due to risk of injury and damage to facilities.

**Room:** Use of tape, nails, tacks, hooks, etc., on furniture, walls, ceilings or doors is not permitted. Mattresses are not to be removed from beds. Conferees will be held responsible for any activities or damages that occur in their assigned rooms. Prior to check-out, conferee rooms should be cleared of excessive trash and debris. Conferees should lock their rooms before checking out.

**Signs/Posters:** Signs, posters and other materials may be posted only in designated areas with the approval of the Division of Housing and Food Service Conference Coordinator. Any approved door tags and signs should be hung using masking tape only. Two 8.5" X 11" flyers are allowed on each room door as well as community bathroom doors. The conference group is responsible for any damages that may occur as a result of hanging signs or decorations. Signs may not violate any State or federal law or University regulation, including solicitation.

**Smoking:** Smoking is not permitted in any area of the University Residence Halls, including individual conferee rooms and stairwells. Smoking is also not permitted in the Jester Breezeway and the San Jacinto courtyard and dining areas. Smoking is not permitted within 20 feet of the entrance to each building and/or where prohibited by signage. Smoking is permitted in designated smoking areas of the Jester Spanish Oaks Terrace. Use or possession of water pipes, hookah pipes, or other devices that can be considered drug paraphernalia, is not permitted in areas inside and around residence halls as it draws attention and creates a need for investigation by DHFS staff and University Police.

**Solicitation/Campaigning:** Any conference arrangements or activities involving solicitation should be reviewed by the Division of Housing and Food Service Conference Coordinator prior to scheduling as a part of the conference program. Solicitation is defined by *University Regents' Rules and Regulations, Part I Chapter VI, Section 6.11*, as "the sale or offer for sale of any property or service, whether for immediate or future delivery; and the receipt of or a request for any gift or contribution; or the request that a vote be cast for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law." Any solicitation not approved through the Conference Coordinator is prohibited.

**Windows and Screens:** Windows and screens may not be used to display advertisements, posters, flags, clothing or any externally visible display. Window screens may not be removed. Removal and replacement of screens is often dangerous, and a charge will be assessed for reinstallation or replacement. Throwing things out of windows or using your window for an entry or exit from your room will result in referral through the disciplinary process with possible removal from the residence halls.

Opening windows is a safety and security risk. For reasons of safety and security, windows in buildings are not to be opened unless authorized. A \$25 charge will be assessed for windows opened in violation of this policy. Any malfunction of the air-conditioning system should be reported immediately to the residence hall office. Adjustments in the air-conditioning are made daily Monday through Friday.

**Guidelines are current February 2008 and subject to change.**