

HOUSING INFORMATION FOR GUESTS

Please share this information with those who will be staying on campus, including chaperones and participants.

CHECKING IN/OUT & REGISTRATION

- Housing is provided only to registered participants of scheduled events held on campus.
- Housing registration will be arranged for a specific date/time for all guests to check in & out, with the date/time being pre-chosen by the group coordinator. Unlike a hotel, we are not able to offer check-in and checkout 24/7.
 - An additional option is to provide housing registration packets (key, key card, lanyard + campus map) to the event coordinator for individual check in & check out.
- Keys must be returned to Conferences & Events staff and not left with custodians or other campus staff.

KEYS & ROOM ASSIGNMENTS

- When staying on campus, guests will be issued a key to their residence hall room and a key card to the residence hall. Lost room keys and building key cards are ultimately the responsibility of the group/camp director and should be reported to Conferences & Events staff as soon as possible. ***The fee for a lost key or key card is \$50 each*** and is invoiced to the group/camp. Charges are assessed for all keys/key cards not turned in during scheduled checkout.
- For safety and security reasons, guests must lock their rooms and keep their room keys and key cards with them at all times. Conferences & Events provides a lanyard for guests to keep keys and key cards together.
- Guests must stay in the room to which they have been assigned. If a room change is necessary, the guest should notify the group/camp director and Conferences & Events for reassignment. Not staying in the correct room can lead to both lost keys and to security concerns should bad weather or other situations occur.
- Making unauthorized duplicate keys is prohibited.

CHAPERONES & CAMP COUNSELORS

- Concordia College follows the American Camp Association (ACA) best practices guidelines for adult-to-youth ratios with regard to guests. Chaperones are in charge of the safety of young guests (everyone age 18 and under). Chaperones must be on-site and must stay overnight in the residence hall.
- The camp/event director or primary contact for a group staying on campus is responsible for finding and recruiting the required number of chaperones. The overnight cost for chaperones staying in residence halls is 50% of the rate charged for campers, still billed per person, per night. These costs will be added to the final invoice.
- *See below for the required adult-to-camper ratios:*
 - *Groups reserving the use of housing are asked to comply with the following guidelines:*
 - *Ages 4 and 5: one adult for every five youth*
 - *Ages 6 to 8: one adult for every six youth*
 - *Ages 9 to 14: one adult for every eight youth*
 - *Ages 15 to 17: one adult for every 10 youth*
 - *Groups reserving the use of facilities during the day are asked to comply with the following guidelines:*
 - *Ages 4 and 5: one adult for every six youth*
 - *Ages 6 to 8: one adult for every eight youth*
 - *Ages 9 to 14: one adult for every 10 youth*
 - *Ages 15 to 17: one adult for every 12 youth*
 - *Youth who are 18 years of age, but on campus with a group that includes youth 17 years of age and younger will be counted in the ages 15 to 17 category and included as part of the adult-youth ratio.*



LOST OR STOLEN ITEMS & DAMAGES

- In the event items belonging to you are lost or stolen while on campus, please contact Conferences & Events. Concordia does not assume liability for loss of personal property.
- Sometimes it is difficult to differentiate between accidental damage and vandalism. While the end result may be the same, the two behaviors call for different responses. When accidental damage occurs and is self-reported to a staff member, the guest will be charged only for repair or replacement costs. Where damage or vandalism occurs and goes unreported, charges will include the cost for repair or replacement plus 50 percent.

FIRE & SAFETY

- The Concordia Office of Public Safety is staffed 24 hours a day, 7 days a week. Their number is 218-299-3123.
- Smoking is prohibited in all buildings and on the grounds of Concordia's campus.
- Candles, or anything else with an open flame, are not allowed in any of the residence hall buildings. Appliances that utilize heating elements (such as hot pots, popcorn poppers, toasters, etc.) are strongly discouraged.
- The use of multiple-head extension cords is prohibited.
- Residence hall window screens may not be removed.
- TV/radio antennas or wires may not be used in any manner on the exterior of the residence halls, nor may they extend outside the guest's residence hall room into the hallway.
- Tampering with fire alarms, smoke detectors, fire extinguishers, exit alarms and door closers is against the law. If a fire alarm or smoke detector goes off, please immediately call the Concordia Office of Public Safety at 218.299.3123.
- Electrical outlets, light switches, cable television outlets or phone jacks in rooms cannot be altered in any way.
- Firearms, weapons and fireworks are not permitted on campus. It is also against policy to be in possession of a toy or look-alike weapon such as paintball or air soft guns.
- The college reserves the right to confiscate items that are illegal or contraband.
- In case of a fire, the building alarm is sounded. The Moorhead emergency number, 9-911, and the Concordia Office of Public Safety are called. Residence Hall and Office of Conferences & Events staff will manage the evacuation of the building. Failure to leave during an alarm is a violation of state fire code and college policy.

GENERAL INFORMATION

- Each residence hall room includes a bed, desk, chair, dresser, and a closet or wardrobe. Guests should consider bringing a fan if desired. If Concordia is supplying linens, we provide each participant a pillow and pillowcase, one fitted sheet, one flat sheet, one blanket, one bath towel and one washcloth.
- Please leave valuables at home. Concordia is not responsible for lost or stolen items.
- An ATM is available in the Knutson Campus Center and the business office in Lorentzsen can cash personal checks.
- Laundry facilities and services are not available on campus during the summer.
- The Cobber Bookstore, located near the center of campus, sells general office supplies and souvenirs.
- Snacks and beverages are available in the Knutson Campus Center as well as in vending machines.
- Pets, with the exception of service animals, are not allowed in any buildings on campus.
- During the summer months (May to mid-August), parking is allowed in most on-campus parking lots. You will be provided with parking passes if necessary. Guests must abide by rules for designated handicap spots or staff spaces.
- Environmental sustainability is important at Concordia. We hope you will join us by recycling as much as possible!
- **ITEMS NOT INCLUDED:** Daily housekeeping, Microwave, refrigerator or TV, personal care items, hair dryer, iron/ironing board, alarm clock, tissues, dishes, utensils, pots, pans, & other cookware (for apartments only: paper products including toilet paper, paper towels, tissues)



ADHERENCE TO CAMPUS GUEST POLICIES

By signing here, the camp/event director or primary contact for a group staying overnight acknowledges that their guests will abide by the policies listed in this document and understand that there will be consequences for not upholding them. It is also this person's responsibility to share these policies with everyone participating in their event, including both adults and youth.

GENERAL INSTITUTIONAL POLICIES

Conduct listed below constitutes a violation of Concordia College institutional policies (this is not an exhaustive list):

- Violation of civil/criminal law while staying on campus
- Violation of published college regulations, including policies governing residence halls
- Obstruction or disruption of college activities including public functions on campus; obstruction or disruption of teaching, research, administration, disciplinary proceedings or other authorized activities on the college premises
- Physical abuse or mental harassment of any person on college premises
- Theft/embezzlement/destruction/damage to or unauthorized possession of property belonging to the college/others
- Refusal to comply with a proper order of a college agency or official acting within the scope of his/her job description authority; refusal to identify oneself or falsely identifying oneself to a college official upon the latter's request; knowingly making false or inaccurate statements or misrepresenting facts to a college agency or official
- Unauthorized entry or use of college facilities; intentional obstruction that interferes with freedom of movement, both pedestrian and vehicular; possessing, making or causing to be made any key to operate locks on campus without proper authorization; or using or giving to another a key for which there has been no proper authorization
- Possession or use of firearms, explosives, articles or substance calculated to intimidate, disturb or injure others
- Consequences of not adhering to policies may include requiring the guest to find alternative housing off-campus, not qualifying for campus housing in the future, having the person picked up from campus/leaving the event. All decisions will be made in cooperation with the event director and Concordia's Public Safety office.

ALCOHOLIC BEVERAGES & OTHER DRUGS | SMOKING

- The possession and consumption of alcoholic beverages and/or illegal drugs is prohibited on campus. The possession of related containers, packaging, etc., is also prohibited. Catering by Concordia can provide wine and beer service for events with pre-approval. With this service, there are still some restrictions that guests are required to follow. Guests found to be under the influence while on campus are subject to disciplinary action.
- If college officials determine that a guest is at immediate risk due to alcohol and/or drug misuse, the guest will be transported to an emergency room at one of the area hospitals or to the Clay County Detoxification Center, whichever is deemed appropriate at the time. All expenses incurred are the responsibility of the guest. When the guest is 17 years of age or younger, the camp/group's supervisor(s) will contact and inform the parent/guardian.
- Smoking is prohibited in all buildings and anywhere on Concordia College's campus.

AGREEMENT

As the primary representative for this group, I have read these policies and agree to the following:

- **I will share this information with my group's staff, adult leaders and youth who are participating in the program**
- I, my staff, adult leaders and/or participants agree to abide by these policies and understand there will be consequences for violations.
- Concordia College staff reserve the right to end the campus stay of anyone found in violation of policies.

Printed Name of Primary Representative

Signature, Primary Representative

Date



HOUSING ROSTER

- Please enter names of all residents, including showing who will be rooming together, i.e., “Resident 1” and “Resident 2.”
- For single rooms, enter one name under Resident 1 and “None” under Resident 2.
- Indicate which residents are chaperones/coaches/staff.

*****Do you want Concordia to provide linens? YES or NO**

Room	Name – Resident 1	Name – Resident 2	Chaperone, coach or staff <i>*If students, leave blank</i>
1			
2			
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4			
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CHAPERONE LIST

- *If all overnight guests are over the age of 18, your event does not require chaperones and this form may be left blank.*
- *If there are any overnight guests ages 18 and under, the camp/event director is responsible for finding and recruiting the required number of chaperones. Please see the “Chaperones & Camp Counselors” section on page one for details .*
- *Enter the names, contact information and age of all chaperones. (This information will be used only for event communication and emergencies.)*

	Chaperone Name	Chaperone E-mail	Chaperone Cell Phone Number	Age as of beginning of event
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