



GUIDELINES FOR CONFERENCE CHAIRPERSONS AND SPONSORING DEPARTMENTS

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. No refunds will be made for late arrivals, early departures, missed meals or unused dining meal balances. Conference cards can only be loaded with Dining Dollars. Bevo Bucks are not available for conference participants/staff. The conference must establish a process for managing behavior and administering sanctions, including removal from the hall. Any conference with participants younger than 18 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. These guidelines are separated into 2 sections – general behavioral policies and expectations, and fire and life safety policies. Within each section these policies are sorted alphabetically.

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. The sponsoring department is responsible for seeing that the members of the group exercise care in the use of the building, furniture, and equipment, and in respecting the privacy of other residents. Counselors and camp staff are responsible for providing supervision to students who are inside the building and dining rooms at all times. Counselors and camp staff are responsible for maintaining good behavior on the floors and in the buildings in which their group is residing. Additional training and procedures are **required** through the Youth Protection Program (<https://youthprotectionprogram.utexas.edu/>) and is the **responsibility of the sponsoring department.**

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.

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

GENERAL BEHAVIORAL POLICIES & EXPECTATIONS

Payment

Billing for conferences is for the total amount of the groups' housing and meals cost. Groups will be sent an invoice within 5 days of their conference checking out. Payment can be made by check or credit card. University affiliated groups can make payment by Inter Departmental Transfer (IDT) as well. Payment is due within 15 days upon receiving the invoice from Housing and Food Service Accounts Receivable.

When Housing and Food Service reserves space for your conference, it will be based on your estimated number. Housing for participants in excess of this number may not be available. It is the sponsor's responsibility to provide Conference Services with an updated guaranteed number of participants 21 days prior to scheduled arrival for both housing and meals. The final bill for both Housing and Hospitality will be based on the actual number of participants or the guaranteed number, whichever is greater. For Individual-Pay conferences, the conference reservation link sent to the conference organizers to register for housing will be closed 21 days prior to the conference arrival date and the remaining rooms will be released. The conference will not be responsible for the remaining unregistered rooms from the initial estimated request.

Alcohol

Alcoholic beverages may be consumed and stored in resident rooms if all occupants are 21 years of age or older. Guests of legal age who transport alcohol within a residence hall must use a closed, opaque container. Responsible use of alcohol is expected. Guests found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed into the residence hall; this assessment could include a call to emergency response or local law enforcement officials.

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, cases, party balls and other containers larger than one gallon. Empty alcohol containers will be viewed as evidence of consumption and may subject individuals to the University disciplinary process. Providing alcohol to individuals less than 21 years of age or possession of alcohol by individuals under age 21 are violations of criminal law and University policy. Any guest suspected of violating any University rule pertaining to alcohol or a City or State law may be subject to disciplinary action by the University and/or response from local law enforcement. Disciplinary action on the part of the University may be up to and including immediate removal for the residence halls.

This policy does not apply to designated individuals working a youth camp/program. The Youth Protection Program (YPP) policy states, “designated individuals may not possess or use alcohol or drugs on or around the university owned/leased property.”

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 and other recreational equipment

Riding hoverboards, bicycles, skateboarding, and rollerblading are prohibited inside of all residence halls due to risk of injury and damage to facilities. Guests who violate this procedure will be subject to disciplinary action. 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.

Dining Room Conduct

Conferees are expected to observe serving hours. Due to limited seating, guests are expected not to linger in the dining room after completing their meals as a courtesy to other groups needing to eat. Meals in the Jester Second Floor Dining Room are buffet-style; however, all food items must be eaten in the dining center. Only items a conferee is eating may be finished on the way out (e.g., ice cream). You are expected to help staff provide better service by bussing your own dishes, including disposing of paper waste in the trash and recycling receptacles and putting silverware in the containers provided. Tables and chairs should not be rearranged, and should be returned to the original position when you finish your meal. Shirts and shoes must be worn in the dining center. Creating unnecessary mess, not properly bussing dishes and wasting food increases staff and food costs. Individuals without meal IDs are not permitted in the dining room. Lost meal IDs will be replaced at any Housing and Food Service 24 hour front desk.

Drugs

The possession or use of illegal drugs or drug paraphernalia as well as the illegal use of medically prescribed drugs is prohibited in or about the residence halls and is considered a violation of the Institutional Rules. The possession or use of illegal drugs may result in removal from the residence hall and suspension of other rights and privileges including the privilege to enter residence halls.

Any university student in violation of the University's regulations pertaining to drugs who is not suspended or expelled should expect, at minimum, to lose the privileges of living in and even entering the residence halls. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action.

The Youth Protection Program (YPP) policy states, "designated individuals may not possess or use alcohol or drugs on or around the university owned/leased property."

Elevator

Elevator misuse or damage is not permitted. The conference group is responsible for repair charges as a result of overcrowding and other misuse or damage. In the event of fire, do not use elevators.

Emergency Communications

In the event of a residence hall or campus wide emergency, Housing and Food Service and the University will use various methods to communicate with people on campus. In most incidents, emergency communication will provide instruction on Shelter in Place or Emergency Evacuation. The campus siren system will activate to inform people that a dangerous situation exists. Verbal instructions will accompany the siren.

Entry Access

At night, conferees must enter through the front doors of the building. Locked doors to hallways, sleeping rooms, 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.

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 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 areas. Unescorted individuals should be reported to the area desk.

Furniture

Common areas are furnished with tables, chairs and couches for comfort and enjoyment. 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, in addition to any repair or replacement costs.

Gambling

Gambling restrictions established by civil statutes and the Rules and Regulations of the Board of Regents are enforced in the residence halls. Conferees found gambling in the residence halls are subject to disciplinary action.

Harassment

Conferees should adhere to standards of civility and good taste that reflect mutual respect. A respectful environment is free of harassment, violence, verbal abuse, and incivility. 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. It is therefore mandatory for all conferees to carry a form of identification (either personal or issued by the conference) at all times while inside residence halls.

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.

MicroFridges

Each room is provided with a MicroFridge unit. MicroFridge units must be plugged directly into a wall outlet. Conferees should empty the MicroFridge before checking out. The conference will be charged for any damages to the MicroFridge.

Personal Property

Property left in your room after you have checked out will be removed and stored at your expense. To claim items, you will need to provide written identification. We will only release items to the conferee to whom they belong, unless the conferee has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

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

With the exception of service animals and emotional support animals, fish in aquariums (up to 5 gal.) 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, up to and including removal from the residence hall.

Maintenance

All maintenance concerns and emergencies should be reported directly to the residence hall desk. If you are found responsible for damages to the building, furniture or equipment, damage charges will be assessed to you.

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. Conferees who participate in pranks are subject to disciplinary action.

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.

Sexual Harassment (including Sexual Violence)

It is the University's policy and commitment to investigate and address sexual harassment, sexual discrimination, sexual misconduct, or any form of sexual assault. Due to federal law, many UT employees, including Conference Assistants, Hall Coordinators, and Area Managers in Housing and Food Service are considered responsible employees of the university. Any incident reported will be referred to the Title IX Coordinator for the university for investigation and disciplinary action. You may also choose to report to UTPD by calling 911 during an emergency and (512) 471-4441 all other times.

For the full policy of the University please read the General Information Catalog: Appendix D for more information on Sexual Harassment, Sexual Discrimination, and Sexual Assault, and General Information Catalog: Appendix C, Chapter 11 for the discipline process.

Signs/Posters

Signs, posters and other materials may be posted only in designated areas with the approval of Housing and Food Service Conference Manager. Any approved door tags and signs should be hung using painter's blue 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.

Shelter in Place

The campus siren system and residence hall public announcement systems will be used to notify guests when a dangerous situation exists requiring students to go indoors and seek cover. Guests should secure themselves in their room, stay down and away from windows. Guests should monitor the Housing and Food Service/UT emergency websites and local news stations for information.

Smoking

Smoking, including, but not limited to, cigarettes, pipes, cigars, electronic cigarettes, vaporizers, hookah pipes, water, pipes is not permitted on university property.

Solicitation/Campaigning

Any conference arrangements or activities involving solicitation should be reviewed by 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 Manager is prohibited.

Storage

No storage is available for luggage or guest possessions.

University Students

University of Texas at Austin students (either currently enrolled or incoming) are expected and required to abide by all Institutional Rules. Students reported for or alleged to have violations of Institutional Rules, including, but not limited to, the enclosed policies on alcohol, drugs, harassment, and sexual assault, will be referred to the Dean of Students for possible disciplinary action.

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.

FIRE AND LIFE SAFETY POLICIES

Appliances

Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be U.L. approved and should be properly maintained. By order of the University Fire Marshal, the use of any appliance with open heating coils is prohibited. Guests found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action. Allowed appliances: blenders, coffee grinders, coffee pots (12 cups and under), electric can openers, food dehydrators, hot pots, and juicers.

The following may not be used or stored in the residence halls at any time: any appliance with open heating coils, bread maker, candle with a burned or unburned wick, coffee/drink warmer, crock pot, deep fryer, electric skillet or griddle, electric wok, explosives, facsimile of a weapon, fireworks, George Foreman grill, halogen lamps, hamburger cooker, homemade furniture, hot plate, incandescent bulbs, lofted furniture not supplied by Housing and Food Service, microwave (other than the one provided by Housing and Food Service), neon lights, paper lamp shades or lanterns with bulbs, holiday or string lights, paper on your door (larger than two 8x11), refrigerator (other than the one provided by Housing and Food Service), rice cooker, soldering iron, space heater, toaster, toaster oven, toxic chemicals, and university furniture not assigned to you.

Candles and Incense

By order of the University Fire Marshal, candles, incense or other open-flame devices (including, but not limited to, Scentsy candles, candle warmers, and plug-in air fresheners) may not be burned in student rooms. Candles are not permitted in student rooms as decoration. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

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. More than 20% of wall space cannot be coverage with posters or other flammable materials.

Electrical Extensions

The University Fire Marshal has indicated that the use of extension cords or multiple plug converters is prohibited. The University 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 strip 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 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. Guests found in possession of an unauthorized electrical cord or multiple plug converter will be directed to immediately remove the item and be subject to disciplinary action, up to and including removal from the residence hall.

Explosives/Fireworks/Weapons

Fireworks, chemicals, lighter fluid, gasoline, other explosives and flammables, and any weapons, with the exception of firearms permitted by the Campus Carry law (see Campus Carry), 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 water guns and air guns, are also prohibited on campus. The prohibition applies to all persons, students, 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. Residents or any student found in possession of prohibited weapons, or of explosive or flammable materials, are subject to disciplinary action, removal from the residence hall and/or arrest.

Controlled substances and/or the storage or use of chemicals that generate EPA regulated classified wastes (this includes photography development) are prohibited in the residence halls.

Fireworks (pyrotechnics) of any kind are not permitted in the residence halls or on the UT campus under any circumstances. Fireworks can be construed to include, but is not limited to, pyrotechnic devices that make loud noises and/or exude some kind of spark.

Campus Carry

In compliance with Texas Government Code Section 411.2031, a holder of a license to carry ("license holder") may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education. As a reminder, "concealed" means the handgun cannot be in plain view and its presence cannot be discernable through ordinary observation. It is the responsibility of the license holder to know and follow all applicable state and federal laws, and institutional policies.

In the residence halls, license holders are allowed to carry their handgun in common areas, such as: lounges, dining areas, and study areas. Licensed family members may carry a concealed handgun in the residents' rooms while visiting. In all cases, the handgun must remain on or about their person at all times. Handguns and ammunition are not allowed to be stored anywhere within the residence halls, which includes student rooms and common areas.

If actions by residents or their guests are found by the University to be in violation of Campus Carry policies, the student contract holder may be subject to University disciplinary action and housing contract cancellation.

Students may not carry handguns in residents' rooms. Accordingly, as to students and residents' rooms: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun." Residents are responsible for orally telling any guests who are license holders, other than family members, that concealed carry is not allowed in residents' rooms.

For questions concerning concealed carry on campus, please refer to the University Handbook of Operating Procedures <https://www.policies.utexas.edu/policies/campus-concealed-carry>, and the Campus Carry website <https://campuscarry.utexas.edu/>

For more information on the Texas license to carry a handgun, you may visit the Texas Department of Public Safety's website: <http://www.dps.texas.gov/RSD/CHL/faqs/index.htm>

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. A map listing evacuation routes is located on the inside of every individual sleeping room. It is a violation to cover up the instruction and evacuation map. 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. 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.

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.

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 chart below, including disciplinary action up to removal from the residence hall, fines and possible legal action.

NOTE: State 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).

Violation	Fine
Setting off a false alarm	Minimum of \$1,000

Discharging fireworks, explosives, weapons or other devices that could inflict harm, damage physical property and/or result in disturbance.	\$500
Obstruction of fire sprinkler system. 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 Or hanging items from soffit (sprinkler pipe covering) or placing items on top of soffit.	\$100 plus damage costs \$25
Tampering with fire safety and sprinkler equipment (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).	\$100 plus damage costs
Open flame Having an open flame or use of open flame devices within the residence hall or within immediate surroundings outside any residence hall (except outdoor smoking and grilling).	Minimum of \$100 plus damage costs
Failure to evacuate during a fire alarm	\$50
Possession of banned objects including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks (including Poppers), weapons, halogen lamps exceeding 120 watts and other prohibited lighting under lighting policy.	\$50 per item
Smoking indoors or in other designated no-smoking areas	\$50
Obstructing a route of fire egress including trash, debris and other physical barriers to egress from room, hallway or stairwell.	\$50
Covering evacuation diagram or excessive wall coverings (more than 20% of wall space)	\$25

*Guidelines updated 12/2016