



Summer Housing Office

## **ROCHESTER INSTITUTE OF TECHNOLOGY**

### 2019 Summer Housing Office Manual of Policies and Procedures

#### **SUMMER HOUSING OFFICE CONTACT INFORMATION:**

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Summer Housing Office: 475-2572 (*June – August only*)  
Located in Grace Watson Hall, Building 25 in the Housing Operations Office

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## GENERAL PLANNING INFORMATION

### Summer Conference Housing Dates

Guests can be accommodated beginning Monday, May 27, 2019. The final day we will be able to house conference guests is Saturday, August 3, 2019.

### Application for Use of Summer Housing

To begin the formal process, please complete the Application for Use of Summer Housing. Upon receipt of the application, you will be contacted by the Assistant Director of Housing Operations to schedule an initial meeting and discuss further details and special arrangements.

### Final Attendance Guarantee

A final attendance guarantee, if different from the number of participants indicated on the Application for Use of Summer Housing, must be received in writing ten (10) days prior to the conference arrival date, or the number of participants on your application becomes your final attendance guarantee.

Your conference group will be charged for the actual number of participants or the guaranteed count, whichever is greater.

Event planners are responsible for meeting all due dates listed (See "Event Planner Checklist"). The Summer Housing Office cannot guarantee arrangements requested after deadlines. Internal groups should feel free to contact the Assistant Director of Housing Operations regarding any questions and to keep us informed of your needs.

## HOUSING INFORMATION

### Housing Options

#### \* Residence Halls

RIT offers double-as-single, double, and triple (if available) rooms in the residence halls. A double-as-single room refers to one person only being assigned to a double occupancy room; double means that two people are assigned to one double room (rates are based on per person, per night charges - not per room). Double rooms are carpeted and furnished with 2 twin beds, 2 33"x79" mattresses, 2 dressers, 2 desks, 2 chairs, and 2 closets. Triple rooms are carpeted and furnished with 3 sets of the previously listed furniture items.

All beds will be un-bunked with the desk positioned next to the bed upon the guests' arrival. For special lofting requests, the event planner must document this on the "[2019 Application For Use of Summer Housing Facilities](#)".

Guests may wish to bring a lamp(s) since there is only one soft overhead light in the entry way of each room. Some of the residence halls are not air-conditioned; therefore you may want to encourage your participants to bring a fan. A limited amount of these amenities can be rented for an additional cost that will be applied to the master bill.

Residence halls are set up corridor style with shared single-sex bathrooms. Most bathrooms are designed with two shower stalls. In addition, most floors have a kitchenette with counter space, a sink, and a microwave.

#### \* Global Village

Global Village provides suite-style housing with lounges, community kitchens, meeting spaces, and laundry rooms. Each suite offers four single bedrooms and one double bedroom (used as a single bedroom), which include a bed with storage unit underneath, a twin XL mattress (7.25" x 36" x 80"), desk, chair, wardrobe, and window shades. There are two full bathrooms and a common living area within the suite. The complex also features a number of services just a few feet away, which include the Global Village Post Office, Global Village Cantina and Grille, The Market at Global Village, Shear Global Hair Salon, and Shop One<sup>2</sup> Fine Art & Craft Gallery.



### **Room Assignments**

For the majority of groups, room assignments are made prior to a group's arrival. In order to make room assignments and to ensure an accurate record of participants, the Assistant Director of Housing Operations must receive a typed list of your conference participant's names, gender, and age no later than ten (10) days prior to the first day of your conference. Rosters provided after the (10) days will be charged a \$25.00 late fee. Again, the list must include both first and last names, age, gender, and any roommate preference. If no roommate preference is listed, we will pair guests on a random basis according to their gender. Please also indicate early arrivals or late departures by date(s). Any special requests for room location need to be submitted with the final roster (ie. separation of males and females on the floor, placement of chaperones, or the need for housing three guests in a triple). Male and females may not share a room unless they make a request with the Housing office.

Global Village suites consist of one double bedroom and 4 single bedrooms for a total occupancy of 6 people. Each suite will require a minimum of 4 people to remain exclusive to one group. If there are less than 4 people in a suite,

We understand that emergency situations may necessitate room changes, however, please note that after the ten (10) day deadline we may not be able to accommodate housing changes. Should we be able to accommodate such changes, there will be a minimum ten dollar (\$10.00) administrative charge per change.

### **Check-In Procedures**

All groups will have a check-in time where the Summer Housing staff will set up a table to issue keys, building access cards, and linen (if applicable) on the day your group arrives. Check-in days/times are established by the conference/camp leader. Specific arrangements must be made for individual participants arriving after 11:00 P.M.. Any participants that unexpectedly decide not to attend the conference/camp will be charged a one-night's stay. Any concerns between 11:00 P.M. and 8:00 A.M. can be addressed with Public Safety. Housing Operation's staff will follow-up with concerns/issues the following morning. It is your responsibility to inform your participants of check-in and check-out information as well as clear driving directions to the pre-determined locations. Please notify the Assistant Director of Housing Operations in advance if your group requests additional information to be distributed at the time of your group's arrival.

The Summer Housing staff will host check-ins for each conference group at a charge of \$10.00 per worker/ per hour. The amount of workers assigned to each check-in is based on the Assistant Director's discretion.

### **Linen Packages**

Requested linen packages will be available for pick-up at the check-in table. Each guest receiving linen will need to provide their signature to confirm they received the linen requested within the package. Any missing or damaged linen must be reported within 24 hours of the groups arrival. Any requests for additional linens, or other amenities, must be made during business hours from 8:00 A.M.–4:30 P.M. All linen packages must be returned to Housing Operations, in the linen bag, upon departure.

### **Early Arrivals or Late Departures**

Early arrivals are participants that want to stay on-campus before the conference program starts. Late departures are participants that want to stay on-campus after the conference program has ended. Requests must be made in advance to the Assistant Director of Housing Operations. Meeting the requests cannot be guaranteed. An additional housing charge will be assessed. Please be sure to note these individuals on the participant list. We are not able to accommodate early arrivals or late departures without prior arrangements. We must be notified in writing of their estimated arrival time on-campus, especially for those arriving after 4:30 P.M.. The more our staff is prepared, the better service and satisfaction your conference guest will receive.



### **Late Arrivals or Early Departures**

Late arrivals are participants that will be staying on-campus for your conference, but do not arrive at the planned check-in time. Early departures are people who stay on-campus, but do not stay for the entire conference. Late arrivals and early departures will be charged the full conference room rate. For late arrivals, please inform the Assistant Director of Housing Operations of the date and approximate time they will arrive. Early departures must return their room keys, building access card and/or meal card, and linen (if applicable) to the Summer Housing Office before leaving campus.

### **Keys**

All keys must be returned in a white key return envelope with each guest's name. A replacement charge will be assessed for any keys/access cards not returned to the Summer Housing Office at the end of the conference stay.

The cost of replacement is one hundred dollars (\$100.00) per unreturned residence hall key, and (\$5.00) per unreturned access card. The group will be billed for each missing/unreturned key/access card even if it is found and returned at a later date. Guests are responsible for all keys provided to them. If a guest is moved to a new location for unforeseen reasons, they are responsible to return both sets of keys to Housing Operations in a key return envelope.

Master keys or sub-master keys for residence halls will not normally be issued because of security reasons. These keys will only be issued to the event planner (no student or chaperone). If any master (floor or building) key is lost, the event planner will be held responsible for all charges associated with the key replacement, door re-coring, and total hours of labor involved with these modifications. Special arrangements for these keys should be made with the Assistant Director of Housing Operations.

### **Check-Out Procedures**

Check-out time is by noon on the day of your departure. Special arrangements must be made prior to your arrival for those needing additional time to check-out. Late check-outs may result in additional charges (if the Summer Housing Office has to stay open beyond normal business hours). Check-outs take place at the Summer Housing Office located in Grace Watson Hall unless prior arrangements are made. All keys must be placed in a key return envelope and completely filled out. All keys/envelopes must be returned to Housing Operations. A check-out meeting with a staff member will be required to confirm all keys have been returned. The check-out time will be set up with a Summer Housing staff to accommodate the group. Charges for a person's stay is based on when Housing Operation receives the keys back for each participant. If a person leaves unexpectedly; it is the responsibility of the conference leader to return the keys to Housing Operation staff to ensure no additional charges are added. Groups will be billed twenty-five dollars (\$25.00) for each improper check-out if these procedures are not followed. Prior to departure, you may also request a walk-through with a Summer Housing staff member for housing inspection.

The Summer Housing staff will host check-ins for each conference group at a charge of \$10.00 per worker/ per hour. The amount of workers assigned to each check-in is based on the Assistant Director's discretion.

### **Summer Housing Office Staff**

The Summer Housing Office is available for your convenience and is located in Grace Watson Hall (building 25). The Summer Housing Office hours of operation are Monday through Friday from 8:00 A.M. to 4:30 P.M.. The office will only be open on the weekend during any conference group check-in/check-out. Extended hours may pertain to particular conference groups.

Summer staff is also on-call each night between 4:30 P.M. and 11:00 P.M.. If their services are required, they can be contacted via our Public Safety Department by calling x5-2853 from an on-campus phone or by calling 585-475-2853. Conference Housing Assistants are available to assist guests arriving late and are on-duty to respond to all emergency situations until 11:00 P.M.. Any emergencies or concerns between 11:00 P.M. and 8:00 A.M. must be handled by Public Safety. Summer Housing Operations will follow-up with the concerns/issues the following morning.



## GENERAL INFORMATION AND CAMPUS POLICIES

### Security

The residence halls are locked at all hours (24/7) for security purposes. If your group consists of youths (under the age of 18), it is recommended that chaperones are the only participants to receive exterior door/elevator card access in order to monitor and control the activity of the group. It is the chaperones' responsibility to handle their participants' lock-outs. Extra security can be arranged for an additional fee through Public Safety.

### Conference Rooms

Conference rooms are scheduled based on your application. Please call or schedule a meeting with the Assistant Director of Housing Operations regarding specific needs, requests, additions, and/or changes. We reserve the right to change meeting rooms if necessary. You will be notified prior to your arrival if a change has been made regarding a meeting room. You are encouraged to visit our facilities to ensure that they will meet your needs. Our expectation is that your group will leave the meeting rooms in the same condition that they found them. If any furniture is moved, please restore it to its original location. You may make arrangements in advance to have the Summer Housing staff move furniture for you and be charged an hourly labor fee. Your group will be charged for any extraordinary cleaning required.

You must specify who will need access to the conference room by filling out the name of the individual on the application form. For event planners who work at RIT, access to conference rooms can be programmed into their RIT identification card with notification of their UID number. External guests must sign out an access card from the Summer Housing Office and are responsible for returning the card at check-out. If any conference room access card is lost, the event planner will be held responsible for all charges associated with the card replacement, door re-coring, and total hours of labor involved with these modifications.

### Amenities

#### \* Linen

We provide linen packages for an additional cost: 1) Full Set: \$25.00 (pillow & pillow case can be added for an additional \$5.00). Additional linen requests such as extra blankets and extra towels can be accommodated at an additional cost. If you'd like to include wash clothes in your group's linen set, you must request them in advance. Groups that do not request linen should remind their guests to bring bedding and towels with them. Groups staying longer than 6 weeks may be subject to a linen refresh charge (\$15.00 per linen set).

At check-in, linen is distributed in a bag and should be returned by the guest in the bag upon check-out. Requested linen packages will be available for pick-up at the check-in table. Each guest receiving linen will need to provide their signature to confirm they received the linen requested within the package. If a guest fails to return their linen at check-out, charges will be applied to the master bill. For groups staying longer than seven nights, a linen exchange may be requested for an additional cost. Please see our rate sheet for more information.

### Laundry

All the residence halls are connected by tunnels. In the tunnels (also known as A-level) there are several laundry facilities that your guests may use during their stay. Global Village has laundry facilities on the first floor of each building. Laundry facilities are free, however guests must provide their own laundry items (ex. Detergent).

### Dining Service Information

All event planners are required to make arrangements with Dining Services for all guest meal plans. Most guests of the residence halls eat in Gracie's Dining Hall located in building 25. A convenience store (located in the basement of Nathaniel Rochester Hall) and a number of vending machines that accept cash are also located on the residential side of campus. Dining Services can be contacted at [dining.rit.edu](http://dining.rit.edu) to set up meal arrangements for your group. Cooking of meals in residence hall rooms is not allowed. Appliances or items that create excessive heat or open-flame/open-element are prohibited in all areas of the residence halls. This includes, but is not limited to toasters, toaster ovens, hot plates, heaters, incense, candles, etc. All microwave ovens are prohibited in student rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas.



### **Copy Center**

RIT has a printing and copy hub at the Hub Express, located in Monroe Hall next to Artesano's. There are two (2) postal hubs located on campus. The NRH postal hub is located on the A-level in Nathaniel Rochester Hall, and the Global Village postal hub is located in Global Village across from Shear Global. Visit them on the web <http://finweb.rit.edu/Hub/> or call 585-475-2117 to answer any questions regarding printing or a temporary mailing address.

### **Contract - Expectations and Guidelines for Summer Conference Residents**

Program directors and staff of all programs agree to abide by the rules and regulations of Rochester Institute of Technology, as well as agree to comply with all applicable laws, rules, and regulations pertaining to the event, including but not limited to, state and federal statutes with respect to the proper supervision of minors. Groups must sign the Expectations and Guidelines for Summer Conference Residents (provided in this packet) prior to their arrival. It is the responsibility of the event planner to collect the signed agreements and deliver them to the Assistant Director of Housing Operations prior to check-in on the day of the group's arrival.

### **ITS Guidelines**

- \* ITS provides access to RIT's Wired and Wireless Internet networks and computer labs on campus.
- \* Please advise all of your event attendees that they are not allowed to use their own wireless network (i.e., wireless routers or access points) without pre-approval from the RIT ITS Department. Failure to inform RIT's ITS Department about using your own wireless network could result in your own network connection not working and/or being blocked on RIT's network campus-wide.
- \* Guest Wireless is provided on the RIT campus for public use and for access to non-RIT resources. In order to access the guest network you must be able to receive SMS messages to complete authentication.
- \* All event participants requiring use of RIT computer labs or the wired network on campus will be required to obtain an RIT sponsor. The sponsor will be allowed to create a temporary account(s) for their participant(s), which are required to login to RIT owned machines. Each participant will be required to abide by the RIT Code of Conduct for Computer and Network Use. To review the RIT Code of Conduct for Computer and Network Use, please visit <http://www.rit.edu/academicaffairs/Manual/sectionC/C82.html>

### **Emergencies/Fire**

In addition to building fire alarms, each room is equipped with its own smoke alarm and sprinkler. There are lighted exit signs at the end of each floor. All guests must evacuate the building by use of stairways only in the event of a fire alarm.

### **Health Services**

Guests should notify group leaders of any health concerns. Any accommodations that are to be made for participants with disability-based needs must be communicated to the Assistant Director of Housing Operations at least thirty (30) days prior to the group's arrival on-campus. Some of the areas you need to consider are transportation, parking, and dietary needs. RIT is responsible for providing an accessible facility, e.g. rooms, handicap parking, restrooms, etc. You, however, are responsible for assessing the needs of your participants and making your program accessible to people with disabilities.

### **Parking Arrangements**

It is the event planner's responsibility to inform the conference participants of all parking arrangements. Visitors are subject to all parking and traffic rules and regulations while on RIT property. Violation of rules or regulations may result in ticketing or towing of the vehicle. If a citation is issued, it is the responsibility of the participant to work with the Parking Office. Any RV, motor home, trailer, bus, truck or other vehicle exceeding regular passenger car length or width must obtain clearance from the Parking Office to park on-campus.



### **Transportation Service**

A free campus shuttle runs seven days a week looping the campus. A separate shuttle travels off-campus to the local grocery store, mall, and local plazas. Municipal buses run daily into Rochester where commuters can transfer lines and go throughout the county for a small fee. Bus schedules are available online at <http://finweb.rit.edu/grms/pats/transportation/>, distributed from the Summer Housing Office, and can be picked up at the Public Safety or Parking & Transportation offices located in Grace Watson Hall (25).

### **Signs**

Campus maps are posted at a number of locations on-campus. A residence hall map will be provided at check-in and can also be found online at <http://facilities.rit.edu/campus/maps>. We suggest that you send a map to your conference guests detailing the location of check-in and on-campus activities prior to their arrival.

The Summer Housing Office will post signs around the perimeter of the designated housing check-in/key pick-up location only. Please contact Facilities Management Services (FMS) at 585-475-2842 or [fms@rit.edu](mailto:fms@rit.edu) for campus-wide signage to assist your conference guests in navigating their way to the check-in and/or program's opening activities.

### **Removal of Personal Property**

The event planner agrees to advise and assure that all conference participants remove personal property from the university's premises on the day the conference ends. If property has been left beyond this time, the Summer Housing staff will remove and deliver property to the Public Safety Office.

### **Maintenance & Construction**

Periodic maintenance projects and construction occur in and around the residence halls during the summer. This is unavoidable if we are to keep our facilities and grounds in good condition and provide for future growth. We will work very closely with other campus units to minimize the impact of these projects on your conference and to keep you informed. Please feel free to visit our Facilities Management website at <http://facilities.rit.edu/> for an overview of construction projects.

### **Damage Billing & Additional Charges**

Prior to a group's check-in, the Summer Housing Office staff assesses the condition of each room and makes note of any room/furniture damages. The rooms are then reassessed after a group's departure. Any damages that were not noted prior to the group's check-in will be charged to the group. In addition, excessive cleaning above and beyond what is considered normal, excessive trash removal, and the removal/replacement of moved residence hall room furniture will also incur an additional charge to the group.

### **Additional Rules and Regulations**

Alcohol is strictly prohibited in the residence halls regardless of age. Furthermore, residents of RIT housing shall abide by Rochester Institute of Technology policies, procedures and regulations and local, state, and federal laws regarding alcohol and drugs use.

- \* Smoking Policy: Smoking is not permitted in all forms of RIT housing including residence hall rooms, suites, and apartments.
- \* Monroe County requires that smoking not be allowed in any public area.
- \* No pets or animals are permitted in any building.
- \* Removal of furniture or furnishings is strictly prohibited.





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## **PAYMENT INFORMATION**

### **Internal Master Bill**

You will receive a master bill within ten (10) business days after your guests' departure. Please review the bill and contact the Assistant Director of Housing Operations if you disagree with the bill or require additional explanation of information. Otherwise, the bill is due as presented and funds will be withdrawn from the account number you provided on your Application for Use of Summer Housing. All account numbers must be provided with the submission of the application to ensure your space will be reserved. If an account number is not provided, then the application cannot be processed.

For external clients, you will be billed by the department who coordinates your on-campus arrangements and contract within 30 days of the event.

**Sign below to acknowledge that you have read and agree to the above policies and procedures.**

Group Contact Name (Please Print) \_\_\_\_\_

Group Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_