



# CONFERENCE HOUSING AGREEMENT (APPENDIX A) Youth Guidelines

Thank you for selecting Fairleigh Dickinson University Conference Housing for the location of your event. Conference Housing staff are here to help make your program a success! Please do not hesitate to contact our office if you have any questions about these guidelines.

**Definitions:**

- Conference Agent:** Person who is 21 years or older and is responsible for the entire conference group while on the FDU Campus.
- Primary Contact:** Designee of the Conference Agent (or may be Conference Agent themselves) that is present during the entire period that conference housing is provided. Must be 21 years or older.
- Group:** Any recognized camp, conference, or other group meeting the University and Conference Housing guidelines for facilities use.
- Youth:** Persons between fifteen (15) and seventeen (17) years of age.
- Counselor:** Person over eighteen (18) years of age who has been given the responsibility for supervising and residing in the residence halls with the youths.

**Application of Guidelines:** These guidelines apply to all groups housed in the residence halls and comprised predominantly of youths as defined above.

**University Guidelines:**

1. At least 48 hours prior to requested check-in time, The Conference Agent will provide a roster of participants, their room assignments, and the location of counselors to the Conference Coordinator and the Office of Residence Life. The Primary Contact person and room assignment should also be identified.
2. All conference groups will have a counselor-to-participant ratio of not more than **1:10 participants** unless special arrangements are made in writing with the Conference Coordinator in advance of arrival.
3. No rooms shall have more than two (2) assigned occupants per double room.
4. Equipment and/or furniture located in the residence halls may not be moved. Furniture may NOT be moved from/or into rooms, hallways or lounges for any reason during your stay. The Conference Agent assumes all responsibility for lost, relocated, or stolen furniture.
5. Tampering with life safety equipment (fire alarms, fire sprinklers, emergency lights, etc.) is strictly prohibited. Participants caught tampering with life safety equipment will be removed from Conference Housing for the remainder of the conference, camp, or event at the participants and/or Conference Agents sole expense. Participant(s) and/or Conference Agent may also be held responsible for any damages and/or legal fees or fines resulting from tampering with any life safety equipment within the Residence Halls or on the FDU Campus.
6. Water fights, food fights, and loud cheering or noises are prohibited at all times. Athletic games (including cheering) are never to take place in the residence halls.
7. Participants may not sit in open windows. Participants are also prohibited from throwing, launching, or dropping objects from room windows or balconies. Participants caught throwing, launching, or dropping objects from windows or balconies will be removed from Conference Housing for the remainder of the conference, camp, or event.

8. The right and privileges of other groups shall be respected. The counselors are primarily responsible for participant behavior.
9. Possession or discharge of fireworks, firearms, airguns, facsimile weapons or any other type of weapon(s) is strictly prohibited within the Residence Halls and the FDU Campus.
10. Smoking, illegal possession and/or use of alcoholic beverages or possession and/or use of illegal drugs is prohibited while on the FDU Campus.
11. Attaching an object to the premises by nails, screws, or alteration of the premises in any manner whatsoever without prior written permission from the Conference Coordinator is strictly prohibited.
12. Hot plates and similar appliances as well as cooking in rooms is prohibited. Open flame, including candles, is also prohibited.
13. For the participants' well being and safety, the following conditions should be met:
  - A. Counselors and participants must become familiar with location of fire alarms, emergency phones, fire exits, and phone numbers of Conference Staff and Department of Public Safety. This information is posted on room doors and throughout the building on the common area bulletin boards.
  - B. Participants should travel in groups of two (2) or more after dark.
  - C. At no time shall any participant (s) be left in the residence halls without supervision as provided in Section 5 of this Agreement and Appendix. Anytime a participant(s) are in the residence halls, the counselor(s) responsible for them must also be present in the buildings.
  - D. All rooms should be locked when participants are in the room and upon leaving the rooms. It is highly recommended that valuables be left at home. The University recommends all participants obtain insurance to protect against the unlikely occurrence of loss or damage to their belongings. The University assumes no legal responsibility for the safety of personal property or valuables on its premises or within its buildings. The University shall not be held responsible for loss of personal property or valuables.

14. The Conference Agent or their designee agrees to notify the Conference Coordinator or their designee immediately if a participant(s) is removed from a conference for any reason. The Conference Agent or their designee further agrees to provide for direct supervision and fully accepts responsibility for the safety and welfare of the individual(s) being removed until such time that they are released to a parent, guardian, or other appropriate arrangements have been made and communicated to the Conference Coordinator or their designee. At no time may an underage participant(s) or camper(s) be left unattended for any reason.

**I HAVE READ AND AGREE TO THE PROVISIONS OUTLINED IN THE ABOVE GUIDELINES AND THE ATTACHED CONFERENCE HOUSING AGREEMENT.**

Group Name: \_\_\_\_\_

\_\_\_\_\_  
Conference Agent Date

\_\_\_\_\_  
Asst. Director of Residence Life/Conf. Coordinator Date

\_\_\_\_\_  
Director of Residence Life Date