



## **Policies for Conference Guests**

Listed below in alphabetical order are several of the key areas regarding the policies in the residence halls. If you have questions about our policies, please contact the Housing Conference Services Office at [conferenceservices@housing.wisc.edu](mailto:conferenceservices@housing.wisc.edu) or 608-262-5576.

### **Air Conditioners**

- Air conditioners are provided in all residence hall rooms. Smith and Ogg Halls have central air conditioning.
- Removing or tampering with air conditioners is not permitted.
- Any problems with air conditioners or their seal in the window should be reported to the residence hall desk.

### **Alcohol**

- Only conference guests who are 21 years old or older may consume or possess alcohol.
- Alcohol may only be consumed in resident rooms, not in common areas. Exceptions for floor dens may be approved by the Director of Conference Services.
- Individual conference programs may set additional guidelines for their participants.
- Alcohol may be provided by University Housing staff at approved Housing catered events, although no carry-ins are allowed at such events.
- Sale of alcoholic beverages by conference groups is prohibited.

### **Antennas**

- Radio and/or television antennas may not be attached outside of windows.

### **Appliances**

- Appliances with open coils or exposed heating elements are prohibited. These include, but are not limited to: hot plates, toaster ovens, toasters, electric frying pans, space heaters with open coils, drip coffeemakers, George Foreman grills and cup-type immersion heating coils.
- Gas and charcoal cooking appliances are not allowed inside.
- Appliances should not be operated in closets or other closed areas or close to flammable items.
- Some appliances are provided in residence hall kitchens (see Kitchens section).
- One microwave per room is permitted and we recommend low wattage.
- Other acceptable electronic devices include computers, televisions, cell phones, DVD players, mp3 players and alarm clocks.

### **Arrangement of Room**

- Furniture must be placed in a manner that allows the room door to open without obstruction.
- We appreciate guests keeping beds in the original set-up, including keeping beds unlofted.
- All furniture should be returned to its original configuration prior to the guest's departure.

### **Assault**

- Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening.

- If an assault occurs, University Police should be called.
- If you witness an assault, please call 911 immediately.

### **Bathrooms**

- Bathrooms may be designated as single or mixed gender facilities.
- Individuals should not be present in bathrooms intended for the opposite gender unless assigned for mixed-gender couples or for guests who need assistance.
- We cannot guarantee that staff assigned to clean the bathrooms are the same gender as guests assigned to the specific floors. Every attempt is made to not inconvenience groups from use of their common bathrooms during prime times.

### **Bicycles**

- Bicycles parked outside must be parked in bicycle racks. They may not be attached to trees, signs, rails, etc.
- Bicycle storage is allowed in resident rooms, provided all roommates agree.
- Thefts of bicycles do occur in Madison, so take all the appropriate safety precautions to safeguard your bicycle.

### **Cable Outlets**

- Each guest room is wired for cable television. Should you choose to bring your own television and coaxial cable, cable television service is available at no additional charge.
- Televisions are provided in common area lounges with cable service.
- Coaxial cables may be purchased at the residence hall desks.
- Coaxial cables are provided in Ogg and Smith Hall guest rooms.
- For specific instructions regarding cable television service connections, please see our Conference Services Technology Guide.

### **Candles**

- Burning candles in residence halls, including guest rooms and public spaces, are prohibited.

### **Common Area Space**

- Common area meeting space is reserved through the Conference Services Office by each group sponsor/coordinator.
- Hallways, lobbies, and lounges should not be used for the storage of personal items.
- Common area space should not be used for sleeping.
- Housing-provided furniture in lounges may not be removed by guests.

### **Computer Services**

- Each guest room is equipped with in-room network access via a wired 100 Mbps Ethernet connection. If you bring your own computer and Ethernet cable, you will have Internet and digital television access at no additional charge. Access to the Internet can be restricted upon request by the conference program coordinator.
- For specific instructions regarding internet and digital television service connections, please see our Conference Services Technology Guide.
- Ethernet cables may be purchased at the residence hall desks.
- Ethernet cables are provided in Ogg and Smith Hall guest rooms.
- Program coordinators may reserve additional Technology Learning Center hours in a variety of locations.

**Desks**

- Residence hall desks are staffed by University Housing employees for your convenience. They are a resource for each conference group.
- Services provided by the desk staff include:
  - Distribution of U.S. mail and special delivery items.
  - Sales of stamps, television and Ethernet cables, laundry soap, laundry cards and other items.
  - Coordination of lost and found during your conference.
  - Checking-out recreational equipment, alarm clocks, irons and ironing boards.
  - Communicating any maintenance needs.
  - Collecting guest/participant comments.

**Dietary Needs**

- Menus are generally broad enough to accommodate most diabetic diets.
- Meatless entrees are included in the daily menu. We serve a wide array of vegetables, fruits, salads and other non-meat items every day.
- Our Dining and Culinary Services staff is able to work with most special dietary needs. Please notify your conference program coordinator prior to your arrival if you have specific dietary concerns, so we may plan accordingly.

**Doors**

- Doors meant to be locked and/or closed may not be propped open.
- Exterior doors will be locked at appropriate times for your safety.
- Guest room doors should be locked at all times.
- Door alarms are activated and monitored.

**Drugs**

- The possession, use or intent to deliver narcotics or dangerous drugs, including marijuana, in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The possession of paraphernalia that is specific and unique to drug use, such as bongs and pipes, in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The misuse of prescription medication, including, but not limited to, sales and distribution, in the residence halls or on grounds adjacent to the residence halls is prohibited.

**Elevators**

- Tampering with elevators is not permitted. This includes, but is not limited to:
  - Tampering with the control panels/key access.
  - Forcing elevator doors open or preventing them from closing.
  - Tampering with the alarm system.
  - Engaging in behavior which damages the proper functioning of the elevators, including dumping water or other liquids in an elevator.
- In the event of an elevator malfunction when you are in it, ring the emergency bell and wait for assistance.

**E-mail**

- Use of electronic mail (e-mail) must be consistent with University policies, as well as State and Federal laws.

- Persons may not:
  - Obtain or attempt to obtain unauthorized access to computer accounts, software, files or other University resources.
  - Alter or intentionally damage or disrupt University computers or networks in any way.
  - Use University resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department.
  - Distribute copies in violation of copyright laws.

### **Evacuation**

- Building evacuation is required when the fire alarm is sounding. You should exit the building through the nearest exit (stairwell, exit door) and move as far away from the building as possible for your own safety and allow those responding to the alarms access to the building.
- Do not attempt to use elevators during a fire alarm.
- Youth programs should have a designated meeting place outside the building in the event of a fire alarm to be able to account for all program participants.

### **Fire Equipment**

- Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs and smoke detectors is prohibited. Violations to this policy include, but are not limited to:
  - Removing a fire extinguisher from its prescribed location.
  - Discharging a fire extinguisher for any purpose other than putting out a fire.
  - Activating false alarms.
  - Tampering with the covers on fire alarm pull stations.
  - Tampering with common area and room sprinkler systems or smoke detectors.

### **Fireworks**

- Possession and/or use of firecrackers and/or fireworks is prohibited. Violations of this rule include, but are not limited to: discharging, or in any way attempting to discharge, any type of manufactured or homemade fireworks including cannons or bottle rockets in or adjacent to a residence hall.

### **Food Service**

- Conference sponsors select the meal plans for each conference group so individual adjustments to the plan selected will not be possible. We offer a variety of meal plan and catered options for the staff planning the conference.
- Menus are generally broad enough to accommodate most diets.
- Meatless entrees are included in the daily menu. We serve a wide array of vegetables, fruits, salads and other non-meat items every day.
- Our Dining and Culinary Services staff is able to work with most special dietary needs. Please notify your conference program coordinator prior to your arrival if you have specific dietary concerns, so that we may plan accordingly.
- No beverages or food may be brought into University Housing dining units.

### **Furniture**

- Furniture may not be removed from the guest rooms.
- All arrangement of furniture should be returned to its original configuration prior to the guest's departure.
- Furniture may not be removed from common area lounges.

## **Harassment**

- Harassing behavior, regardless of the method of harassment (written, verbal, oral, via email, other information technology resources, postings, etc.), is prohibited. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender, group affiliation, HIV status, personal values, race, religious affiliation, sexual orientation, and size is not tolerated in University Housing.

## **Identification**

- Participants in campus programs should have some form of identification (ID card, name badge, etc.) for accessing campus facilities during their program.

## **Illness and Injury**

- Should emergency medical assistance be needed, call 911 from any campus phone.
- Individual programs will have specific protocols for illness and injury of a less serious nature.
- Completion of an incident report should take place at the residence hall desk for any illness or injury while staying or dining with University Housing.

## **Keys/E-keys**

- Keys/e-keys are to be in the possession of and/or only used by the guest to whom they were issued.
- University keys/e-keys may not be duplicated or altered.
- Guests should be able to show room keys/e-keys upon request.
- Lost guest keys/e-keys should be reported to the residence hall desk.
- There will be a charge for lost or unreturned room keys/e-keys.

## **Kitchens**

- Many residence halls have small kitchens for guests' use. Most are equipped with a sink, refrigerator, oven/stove and microwave.
- Guests are responsible for bringing their own cooking equipment, utensils and food/beverage products.

## **Laundry Facilities**

- Laundry rooms are located in the basements or other common areas of the residence halls. In the smaller residence halls such as Kronshage, Adams, and Tripp, laundry rooms are located centrally to serve a number of houses. Laundry facilities are for use by residential guests only.
- Machines are operated with a laundry swipe card that can be obtained at the residence hall desk. Washers are \$2.00 per load, dryers are free.
- High efficiency soap is recommended for University Housing washing machines. Laundry soap is available for purchase at the residence hall desks.

## **Linen/Housekeeping Service**

- All guests will have standard linen provided. This includes sheets, blanket, pillow and pillow cases. Most youth groups will need to provide their own towels, washcloths and soap unless the program sponsor has chosen to provide these amenities.
- Youth programs will not have daily housekeeping service unless that option has been selected by the program coordinator.
- Most adult programs will have full linen including towels, washcloths and soap.
- Adult programs will have Monday-Saturday housekeeping service (beds made, clean towels/washcloths, floors cleaned, trash emptied), unless the program coordinator has not chosen this option. Bathrooms and common areas are cleaned daily.

### **Locking Schedules**

- All residence halls are locked at specific times. The schedule for locking is chosen by the program coordinator in consultation with the Conference Services staff.
- Most youth will not have e-key access to the residence hall when the building is locked. Adult chaperones will have 24-hour e-key access.
- Typically, adult programs will have e-key access to residence hall exterior doors 24-hours per day.

### **Locking Your Room**

- For your safety and the security of your belongings, room doors should be locked at all times.
- If at any time you find yourself locked out of your room, contact the residence hall desk or the program staff.

### **Mail**

- All mail that is received for residential conference guests will be placed in mailboxes near the residence hall desk unless otherwise designated by the program staff.

### **Maintenance**

- Report any maintenance needs to the staff at the residence hall desk. Repairs will be done as soon as possible.

### **Medical**

- For life-threatening emergencies, contact 911.
- Visitors and conference guests should have their own health insurance.

### **Messages**

- Messages for guests should be left with the residence hall desk staff to place in the guest's mailbox.

### **Microwaves**

- Microwaves are provided in common residence hall kitchens.
- Guests are responsible for bringing their own cooking equipment, utensils and food/beverage products.

### **Movies**

- Movies can be shown in floor lounges and common areas for residential guests.
- No admission may be charged to view movies.
- Showing of x-rated or pornographic movies is prohibited.

### **Noise**

- Regardless of the time of day, it is your responsibility to ensure that noise from you, your room and your guests does not infringe on the living environment of other conference guests. Due to the widespread impact, yelling and/or playing music out of windows is prohibited.

### **Parking**

- Residence halls do not provide parking, but limited daily parking permits may be available for purchase. Please arrange any parking needs prior to your arrival on campus by contacting the University Transportation Services Office at 608-262-8683. You should also check with the conference program coordinator to see if special arrangements have been made.

## **Personal Property**

- The University of Wisconsin-Madison assumes no responsibility for any personal belongings.
- Rooms should be secured/locked throughout your stay and checked thoroughly before departure.
- Each dresser in the guest rooms has a lockable drawer. Please bring a small padlock if you would like to make use of this feature.

## **Pets**

- Service animals are permitted in our facilities if documentation is provided showing that the animal is necessary. A detailed description of the type of services the animal will provide should be included. Service animals must be supervised at all times.
- The only other pets allowed in the residence halls will be fish in a 20-gallon or smaller tank. Unauthorized pets shall be removed from resident rooms by the University Animal Control Officer and taken to the Humane Society Shelter.

## **Police**

- The campus is patrolled day and night by University Police in cars, on bicycles and on foot. Officers frequently visit the residence halls.
- If you need to reach an officer in the event of an emergency and/or to report a crime in progress, call 911.
- If you need an officer and it is not an emergency, call 608-264-2677 (608-264-COPS).

## **Pranks**

- Pranks which damage property, violate other policies or put anyone in danger are prohibited and will be treated seriously. Any damages caused by pranks will be charged to the conference program who may in turn bill the individual for the damage.

## **Recycling**

- This is a recycling campus. Please separate recyclable materials from trash in guest rooms and common area receptacles.
- Items that should be recycled include: clear, green and brown glass; aluminum cans; some plastic bottles; newspaper; corrugated cardboard; office paper and tin cans.

## **Refrigerators**

- A small refrigerator is provided in each guest room.
- Most residence hall kitchens have refrigerators for shared short-term use.
- Guests are not allowed to remove refrigerators from the guest room or kitchen areas.

## **Refunds**

- For conference guests that are paying at check-in on a per-night basis, all payment adjustments should be made at check-in. Package rates are not prorated.
- Any refunds for extenuating circumstances are at the discretion of the Director of Conference Services. A processing fee of \$25.00 will be charged.

## **Repairs**

- Please contact the residence hall desk with anything that needs repairs. Repairs will be done as soon as possible.
- If a residence hall desk is closed and the repair is an urgent need (broken windows, locks, etc.), please contact the University Police non-emergency line at 608-264-2677 (608-264-COPS) and they will contact appropriate maintenance staff.

## **Safety & Security**

- Interfering with the security system is prohibited. Violations include but are not limited to:
  - Tampering with locks in guest rooms and other areas.
  - Propping open doors that are meant to be locked and/or closed.
  - Jamming a door open to prevent it from opening or closing.
  - Tying doors open or shut.
  - Taping open locks on doors.
  - Altering or duplicating University keys/e-keys.
  - Tampering with security cameras.
  - Security cameras are in operation in many of our entrances and stairwells.

## **Screens**

- Window screens must be kept on the windows, in their proper location, at all times.

## **Smoke Detectors**

- Smoke detectors must be plugged in at all times.
- Tampering with smoke detectors is prohibited.

## **Smoking**

- Smoking is not permitted in any University building, including guest rooms.
- Smoking is not allowed within 25 feet of any University residence hall.
- Smoking is not allowed within 25 feet of the entrances and exits of any other University building.

## **Sports**

- Playing sports in residence hall common areas inside and/or using any type of bat, ball, stick or other object is not allowed.

## **Telephones**

- Landline telephones are located in some common area lobbies and floor lounges. We recommend that you bring your own cell phone or purchase a calling card to make long distance calls.

## **Tornado Warnings**

- When a tornado warning has been issued, the emergency sirens will sound a steady tone for three or more minutes.
- During a tornado warning you should:
  - Seek shelter at the lowest possible level away from glass windows, partitions, doors and outside walls.
  - Not use the elevator.
  - Remain in the shelter location until the all clear signal has been given.
  - Remain calm and do not obstruct emergency personnel.

## **Vandalism**

- Damaging, defacing and/or destroying University property or property belonging to another guest is not allowed.
- Damages caused by conference participants/guests will be the responsibility of the conference participant and sponsor. The Conference Services Office will charge for repairs, including but not limited to all supplies and labor.
- Please notify University Police and complete an incident report at the residence hall desk if you witness vandalism.

**Weapons**

- The possession and/or use of firearms (guns- including pellet and BB guns), bows and arrows and any other dangerous weapon is prohibited.
- Individuals may not display or portray as real any object that resembles a dangerous weapon.

**Windows**

- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this rule include: throwing objects out of windows and throwing, dropping or disposing of liquid through the window.
- Removal of windows and screens is prohibited.
- Hanging items, such as birdfeeders, outside of your window is prohibited.
- Climbing out of a window onto the roof or window ledge is prohibited.

**University Housing reserves the right to take disciplinary action and to require dismissal from our facilities for instances where we believe a participant's behavior adversely affects other community members and/or the University.**

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