



RIDER UNIVERSITY

2008 Summer Camp and Conference Policies and Information

Air Conditioners

Air Conditioners are not permitted to be installed in any windows of any residence halls. If a camp participant has a medical condition that requires an air conditioner, the camp participant must provide a doctor's note. Please notify Conference Services and a staff member will have an air conditioner installed in the participants' room if available.

Campus Construction

There will be a few construction projects underway while your group is on campus this summer. There will be the construction in the rear of campus near Maurer Center. If your group is using the pool, please use the main entrance of Maurer Center. There will also be renovation of the patio area of Daly Dining Hall. Access to the dining hall will not be affected but please notify your campers to be aware of the area. There will also be repaving and reconstruction to select roadways and walkways throughout campus.

Campus Dining Facilities

Dining facilities for your group will be determined prior to your arrival. You will be notified of these areas

Check In

Please adhere to scheduled check in times and locations.

Please have room assignment ready (if applicable).

For groups larger than 400 participants, you will be required to hire Rider University security officers to assist with traffic and parking.

Check Out

Please adhere to all stated check out times. If it is necessary to check out early, please contact a member of the camp and conference staff to check out.

Please remove all trash from individual rooms and place in hallway or lounge receptacles.

Please turn off lights, close windows and leave door unlocked when checking out.

Please return key to Conference Services staff at check out location.

Emergency Assistance

Emergency phone numbers are posted on bulletin boards throughout the halls. It is the camp's responsibility to post camp specific emergency contacts and numbers on each floor occupied by the camp. From 'lights out' for the camp or 11 pm (whichever is earlier) until 7 am, at least one camp staff member for every 20 participants under the age of 18 must be present in the Residence Hall at all times.

Escort Policy

Anyone entering the living area of members of the opposite sex must be escorted by a resident of that living area. Living area is defined as the wing, hall and or floor assigned by Conference Services. If a person is found in violation of this policy they may be subject to University discipline.

Fire Alarm Procedure

- When an alarm goes off, counselors, coaches and camp staff members should assume there is a real fire. Call Public Safety at (609) 896-5029.
- Camp staff members are to go directly to their residence hall wings and evacuate the campers.
- Starting at one end of the wing, the camp staff member will go to each room to ensure that all campers have evacuated. Any camper that has not left the building needs to leave the building but record their name and/or camp to which they belong.
- Once the camp staff member has cleared the entire floor, he/she will proceed to the outside of the building using a stairwell.
- Once outside, camp staff members will instruct campers to gather in a parking lot or other area away from the building. Public Safety will notify camp staff members when everyone can return to the building.



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Keys

Everyone staying in the Residence Halls will be issued a key to their room with a lanyard. It is important to remember the room number. If a key is lost or not returned upon camp check out of the hall, there will be a \$50.00 charge included on the final invoice to the group.

Lock Out Procedure

- Attempt to locate roommate.
- Attempt to locate counselor, coach or camp staff member.
- Call Conference Services at 609-896-7713. If no one is unavailable at the office, please call Public Safety at 609-896-5029 and they will transfer you to the on-duty staff member.

Maintenance

Maintenance concerns should be addressed to a Conference Services staff member. These incidents are reported to maintenance on a daily basis. Furniture cannot be removed from room without permission from a camp and conference staff member. Maintenance may enter rooms to complete any required maintenance issues from previous or current camps and will leave a note card.

Meals

The colored band is the meal ticket and access into any dining facility. Campers may wear the band on their wrist or attached to their lanyard. The band must be shown to the staff person at the door of the dining facility to be admitted. If a band is broken or lost, please notify camp counselor or a Conference Services staff member. Guaranteed numbers for food service are required five business days prior to your group's arrival on campus.

Standard meal times are as follows:

Breakfast 7:30 am – 9 am / Lunch 11:30 am – 1 pm / Dinner 4:30 pm – 6 pm

If you would like your camp to deviate from this schedule, there may be an additional cost for staffing.

Prohibited Items

- Possession or consumption of alcoholic beverages.
- Candles or other items with an open flame.

Pool

Coppola Pool is available for use by camp and conference groups during limited hours. Pool use MUST be scheduled at least five business days prior to your group's arrival on campus. You must adhere to your scheduled times. Participants must be supervised by camp or conference staff at all times. Food and drink are not permitted in the pool area.

Posting

Decorations may be placed on doors and walls with painters tape or sticky tack. Please do not use duct tape, scotch tape or packing tape.

Student Recreation Center

Student Recreation Center is available for groups to use on their own. The guest fee is \$10.00 per day per person. If the Student Recreation Center is scheduled as a part of your camp or conference your group may only use the space during the time scheduled. All camp and conference participants must be supervised by group staff at all times.

Quiet Hours

Quiet Hours are from 11 pm or your groups designated time (whichever is earlier) to 7 am each day.