2010 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 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 Conference Services 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 p.m. (whichever is earlier) until 7 a.m., 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.

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 Office. 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 Conference Services. 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 your 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 a.m. – 9 a.m. / Lunch 11:30 a.m. – 1 p.m. / Dinner 4:30 p.m. – 6 p.m.
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 p.m. or your groups designated time (whichever is earlier) to 7 a.m. each day.

**Campus Construction**
There will be a few construction projects underway while your group is on campus this summer. Beginning June 2010, the University is planning to break ground a new academic building adjacent to the Moore Library and Memorial Hall; this area will be a fenced construction zone. The parking lot for Memorial may also experience disruption during this time. There is also a scheduled expansion of the Bart Luedeke Center Theater that will take place simultaneously. This project will take the theater offline for a period of time and may cause some disruption to the building during the demolition and construction phases.

Rider will continue its facilities renewal commitment by scheduling several road paving projects as well as identifying a residence hall to undergo renovation in summer 2010. We look forward to the completion of the projects listed above and, as always, look to create as few disruptions to operations as possible.

**Construction Map**