**Policy Title:** Conference Services Policy  
**Effective Date:** Ongoing

**Policy Number:** Coordinator will assign  
**Date of Last Revision:** Under Review Now

**Oversight Department:** University Services  
**Next Review Date:** 10/1/2015

**Contract:** In scheduling events with Conference Services, the sponsoring organization will complete a Services Request Form (SERF). This SERF will become part of the Agreement that governs the relationship between the sponsoring organization and the University. Event bookings are considered TENTATIVE until a representative of the sponsoring organization and the Director of Conference Services (Director) sign the Agreement. Radford University administration, faculty, staff, and/or student body have priority over events where most of the participants represent off-campus constituencies. All events will then be scheduled on a first-come, first-served basis.

**Contract Revisions:** Contract changes should be submitted in writing to the Director, who will consider the request and respond. Substantial changes to an agreement will be documented by a Change of Order contract. Any needs not specified in the original Agreement are subject to additional charges.

**Cancellation Policy:** The sponsoring organization must agree to pay penalties if the contract is cancelled. Penalties for canceling a program are assessed as follows: up to 30 working days before, no penalty; 30 to 15 working days, 15 percent of estimate; 14 to 5 working days, 50 percent of estimate; and 5 working days or less, 100 percent of the estimated expenses. The sponsoring organization is responsible for all expenses incurred prior to cancellation of the event.

**Dining and Catering Services:** All sponsoring organizations must contract with Radford University Catering Services for the provision of meals, snacks and beverages during their event. Dining Services holds the Virginia ABC license for Radford University. Conference Services will contact University Dining and Catering Services to book dining for events that have educational and/or economic development related purposes. Organizations/individuals booking private functions, i.e. weddings, must contact RU Catering Services directly.

**Parking on Campus:** Parking lots will be assigned to various programs by Conference Services in consultation with Parking Services. Conference Services will provide parking permits for guests free of charge. Large groups may be required to park in a non-central parking lot. Parking permits must be displayed in all vehicles while on campus to prevent them from being towed and/or ticketed.

**Technical Assistance:** On-going technical assistance is available for a fee from the RU Information Technology Department and should be requested at least two weeks in advance. Basic technical assistance and orientation is provided to customers who rent University equipment. If a customer chooses to bring their own equipment and needs assistance, a technical service charge will be assessed. Last minute requests for equipment or assistance will be accommodated if possible, but may
not be available. Please visit the Technology Services website.

Registration Services: If conference registration is being managed by Conference Services, registrant payment must be received prior to commencement of the program. Participation is generally guaranteed on a first come first served basis. Checks must be made payable to Radford University. A participant must submit a written refund request no later than the closing date of registration to be eligible for a refund. If the program is cancelled or postponed the registration fees will be refunded.

Speaker/Presenter Contracts: If Radford University Conference Services manages any speaker or presenter contracts for the program/event, it is the responsibility of the sponsoring organization to compile and present all relevant information from the speaker, presenter, entertainer, and/or staff member to ensure timely payment.

Cash Handling: Any sponsoring organization that offers an activity that charges fees or conducts an activity, which involves the payment of money by one party to another, shall be responsible for its own cash security and for full compliance with applicable federal, state, and local laws and ordinances concerning games of chance, taxes, and liability.

Damage and Theft: Sponsoring organizations are responsible for direct and complete supervision of all participants and are therefore liable for all damage done by participants. The participant is also held liable for his/her actions. Radford University is not responsible for loss or theft of personal property or damage to personal property. If you believe that your personal property has been stolen or damaged, please contact the University Police Department immediately to file a report.

Conduct/Behaviors: The following conduct and/or activities are all prohibited in or on any facilities owned, leased or controlled by Radford University:

a. Disorderly Conduct: Disorderly conduct is any behavior that disrupts the regular or normal functions of the Radford University community. This includes behaviors that breach the peace or violate the rights of others.

b. Lewd and Indecent Behavior: This is any behavior by an individual that is sexual in an offensive or rude way, shocking, morally disturbing or upsetting, not appropriate or proper and/or involves discussion of behavior or ideas that people find offensive.

c. Verbal Abuse: This is the intentional use of obscene, profane, or derogatory language or the intentional use of an abusive tone or manner directed toward an individual or individuals.

d. Harassment: This encompasses the following:

   I. The use of slurs which create a clear and present danger of a violent reaction or breach of the peace, or that actually cause such reactions;

   II. Behavior of any kind that involves an express or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in University sponsored or sanctioned extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur. Affected behavior(s) may include a single event or a series of events; or Use of a telephone, mobile device,
or a computer network to leave unwanted obscene, abusive, or repetitive calls or messages.

e. **Threat of physical abuse:** This is conduct or the threat of conduct that indicates, or reasonably could be understood to indicate, through either speech or actions or a combination of both, intent to physically injure an individual(s).

f. **Physical abuse:** This any action that physically injures or inflicts physical discomfort on an individual(s).

g. **Endangering conduct:** This is any act that imperils or jeopardizes the health or safety of any individual(s).

**Failure to Comply:** Failure to comply with Radford University officials or those appointed on behalf of the University, acting under provisions of the agreement, may result in revocation of the sponsoring organization’s right to utilize any University facilities. All guests must comply with all federal and state laws and University policies, procedures, and regulations. Failure to comply may result in removal of the individual or group from the Radford University campus and possible legal action.

**Rates:** Rates provided by Conference Services for use of various University facilities or property are on a per diem basis, unless otherwise noted. Rates depend on the nature, duration and special requirements for events, and charges for the following services may be assessed: lodging, facilities, set-up, technical assistance, maintenance, security, utilities, outside vendors, equipment and supplies. Conference Services staff will work with your group individually to determine your needs and to provide an estimate.

**Payments/Deposits:** Unless otherwise stipulated, sponsoring organizations are required to pay 50 percent of the total estimated bill at least 60 working days prior to arrival date. If a deposit has been made before cancellation, the deposit will be applied to a percentage of the total estimate required in the Cancellation policy or refunded if no penalty was applied. Any remaining funds will be returned to the sponsoring organization. Remaining fees will be billed within 15 calendar days from the close of program. Payment is required within 30 days of billing date. After 30 days, a service charge of 3 percent per month may be assessed on past due amount.

**Facilities (Meeting and Lodging):** The sponsoring organization is responsible for being in compliance with the policies and procedures established by Radford University as well as the policies and procedures of the individual meeting and lodging facilities they are utilizing. Radford University Conference Services reserves the right to alter space/facility assignments as necessary. Contact the Director of Conference Services to clarify the relevancy of any policies to your organization or event.

Radford University does not contract blocks of rooms with any hotel(s) for the sponsoring organization. All hotel rooms must be contracted and paid for by the sponsoring organization or its participants/guests.

The sponsoring organization is responsible for submitting to Conference Services a roster of all attendees first and last names at least one week prior to the beginning date of the program. Failure to submit a roster of names will result in a penalty fee and possible refusal to assign lodging space. All
University residence halls used by the sponsoring organization for lodging or other purposes will be billed to the sponsoring organization accordingly.

Building access: All University buildings and office areas are to be entered only during scheduled hours and may be used only for program-related purposes and meeting space as approved by Conference Services. Unless otherwise stated or arranged, academic buildings are open 7 a.m. to 10 p.m. Monday through Friday and are closed Saturday and Sunday. Permission to use a specific facility after closing hours must be obtained through Conference Services. If the organization is utilizing the Pridemore Playhouse or Bondurant Auditorium they must also comply with any requirements from the corresponding Technical Director for these facilities.

University Keys: No keys will be issued to the organization or its participants for non-sleeping rooms in any residence hall. There will be a $50 charge for all residence hall front door keys and a $46 charge for all room keys not returned after event participants’ departure from campus. These charges will be added to the bill for the event.

University equipment: An organization using University equipment must keep it well maintained while in use. If the equipment is not operating properly, the organization must notify Conference Services staff immediately. Any equipment that is found broken, mutilated, or destroyed of which the Conference Services staff was unaware will be billed to the sponsoring organization.

Animals on campus: No animals other than properly attended service/assistance animals for individuals with disabilities are permitted in any University building. All animals must be properly restrained or under control when on University grounds. Any individual(s) or groups that bring an animal onto University property must immediately clean up any solid waste excrement, placing the deposit(s) in a plastic or other airtight container and discarding in an outdoor waste bin. Any other animals may only be transported on campus grounds if they are caged and/or properly attended.

Damage: Damage to property, whether University property or property belonging to other persons, is prohibited. Signs or printed matter are not be attached to any University facilities, or vehicles, except as approved by University staff. Climbing, rappelling or performing any related activity is prohibited on any University property or structures. No objects may be thrown or dropped from windows, roofs, balconies or other elevated areas. Sponsoring organizations utilizing University facilities will be held responsible for any damage to the rooms, common areas or furnishings, and the cost of repairing or replacing items will be charged to the sponsoring organization.

Indemnity and Damage: The sponsoring organization must agree that all participants are under their direct and complete supervision and control. As such, the organization is liable for all damages resulting from participant utilization of the facilities and services provided by the University. The University assumes no responsibility for loss or theft of personal property of the group or any of its participants. The organization shall indemnify and hold harmless the University, its offices, and employees against any and all claims for loss, injury, or damage to persons or property, including claims of employees of the sponsoring organization or its agents, arising out of activities conducted by the sponsoring organization or its participants in any University facilities.

External Sponsoring Organizations: These groups shall provide the University with proof of a current liability policy for itself and all event participants. Requirements are detailed in the Agreement. The University shall be provided with a Certificate of Insurance no less than 30 days before the arrival date.
of participants. The University assumes no liability whatsoever for any property placed by the sponsoring organization in University buildings, properties, or facilities. In addition, the terms and conditions of this agreement do not require the University to relinquish its control of its facilities and services to the sponsoring organization. Non-University organizations shall provide their own liability insurance for all participants in the group. The University is to be named as additional insured on the policy.

**Tampering:** False Alarms, Bomb Threats, Misuse of Fire Equipment, and Fire Alarms in University Buildings. Persons who knowingly or negligently cause or attempt to cause a false alarm by the setting off of the fire alarm system or give any other common or recognized alarm of fire or bomb threat are guilty of endangering the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms.

Any person who without just cause therefore, calls or summons, by telephone or otherwise, any ambulance, or fire-fighting apparatus, or any person who maliciously activates a manual or automatic fire alarm in any building used for public assembly or for other public use, including, but not limited to, schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, may be deemed guilty of a Class 1 misdemeanor.

Any person who makes and communicates to another by any means any threat to bomb, burn, destroy or in any manner damage any place of assembly, building or other structure or any means of transportation, who communicates to another, by any means information, knowing the same to be false, as to the existence of any peril of bombing, burning, destruction or damage to any such place of assembly, building or other structure, or any means of transportation, may be guilty of a class 5 felony (if such person is under 15 years of age, he/she may be guilty of a class 1 misdemeanor). Upon conviction may be punished by confinement in the penitentiary not less than one nor more than ten years or in the discretion of the court or jury trying the case, be confined in jail not exceeding 12 months and fines not exceeding $2,500, either or both.

Tampering with building smoke or fire detectors located in hallways or other common areas and misuse or tampering with fire extinguishers or any other fire or safety equipment is prohibited.

Misuse of or deactivation of residence hall room smoke detectors is prohibited.

When a fire alarm sounds in a University building, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate the building to points at a sufficient distance to insure their personal safety. In the case of residence hall evacuation, all residents must report to their designated evacuation points. Any person who fails to immediately evacuate a building during an alarm is guilty of failure to evacuate.

**Safety Concerns:** The Radford University Safety Office or the University Police Department shall have the authority to stop any activity that presents an imminent hazard to University personnel, property or environment. Golf practice is not allowed at any time on the Radford University campus. No animals are allowed in campus buildings except for properly attended assistance animals, and local leash laws apply to animals on University grounds.

Any person who tampers or causes false alarms, bomb threats or misuses fire equipment without a just cause will be held accountable. Candles, with or without wicks, and any objects with open flames are
prohibited in University buildings. Due to the obvious danger to persons and property, guests must not lean on or sit on the retaining walls surrounding sundeck areas and must not enter the roof areas outside the sundecks or on other buildings. Guests are not allowed on sundecks.

Security Rights and University Rights: The University may exercise the right to enter a room during a program for the purpose of inspection, repair, or emergency. The University may exercise the right to reassign programs to new residence halls or meeting facilities, after timely notification, in order to accomplish necessary repairs or renovations to facilities. The University may revoke campus privileges including residency in or utilization of its buildings to an occupant whose conduct, solely in the University's opinion, becomes injurious to the University community.

Bicycles, Skateboards, & Rollerblades: The safe and reasonable use of bicycles, skateboards, and roller-blades is permitted on University sidewalks and in parking lots unless otherwise posted. The use of bicycles, skateboards, and roller-blades is prohibited in all other areas of the University. (i.e. lawns, stairways, curbs, other raised concrete or brick structures, etc.) Persons using bicycles, skateboard, or roller-blades must yield the right of way to pedestrians and must travel at a low controlled speed. The use of skateboards or roller-blades for recreational purposes is prohibited in Heth Plaza. Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e. buildings, lobbies, stairwells, porches, trees, bushes, fences, access ramps, lampposts, etc.) is prohibited. Radford University guests are responsible for knowing and complying with all laws and local ordinances pertaining to the use of bicycles, skateboards, and roller blades.

Alcoholic Beverages: All city and state laws apply. All Radford University policies apply. Alcoholic beverages must not be consumed in public areas. Guests who are under the legal drinking age are not permitted to provide, consume or possess alcoholic beverages.

University Smoking Policy:

a. Smoking is prohibited in all buildings and/or property owned, leased or rented by Radford University;

b. Smoking is prohibited in all University outdoor athletic and other facilities and spaces that are defined by a fence or wall;

c. Smoking is prohibited in all University vehicles, whether state-owned or leased;

d. Smoking is prohibited in any University area in which a fire or safety hazard exists;

e. Smoking is prohibited in bleachers or row seating during University-sponsored events or activities, such as but not limited to Commencement and athletic events.

f. Smoking is permitted outdoors on Radford University grounds, plazas, sidewalks, and similar open pedestrian-ways provided smokers are 25 feet or more in distance away from an entrance or exit of any facility. (Exclusion—there is no smoking allowed anywhere on the Selu Conservancy Property)

g. In designated smoking areas the University shall arrange for ash urns or similar receptacles to be placed at outside locations (25 feet or more from entry/exit ways) to aid smokers in disposing of
h. Smokers shall use ash urns or similar receptacles to dispose of smoking material waste and shall not litter on property owned, leased or rented by Radford University.

Illegal Drug Use: The possession, use, distribution, manufacture or sale of legally controlled substances is prohibited at all times on all property owned, rented or leased by Radford University, and any violation may result in legal action being taken. The possession of paraphernalia in conjunction with drug residue is also prohibited on University property at all times.

Dedmon Athletic Center Usage: Summer conference guests may use the Dedmon Center but must present a valid Radford University conference card. Persons under 18 will be admitted only with an adult or counselor. (They must also have a Radford University conference card.) Conference groups of more than 15 persons must make prior arrangements (at least one week in advance) with the Dedmon Center director. Youth groups of individuals under 18 years of age must have at least one counselor per seven youths who must remain with them at all times while in the Center. The Dedmon Center director reserves the right to charge a user fee if the conference activities will interfere with the daily routine usage of the facilities.

Solicitation/Commercial Advertising: Commercial advertising and/or solicitation is not permitted on Radford University’s campus. Use of the Radford University name and/or logo is subject to approval on a case-by-case basis by the Director of External Operations for RU Athletics. Conference fees will include the cost of printing and postage for all publications requested by the sponsoring organization. Exceptions to this policy are as follows:

a. Convention packets (materials) prepared for participants may contain commercial advertising if it is deemed by the sponsoring organization to be of significant importance that the information be made available. Items must not be included merely for the convenience of the advertisers;

b. Information intended to give participants guidance about local attractions, shopping areas, and entertainment possibilities, which might also carry advertising, are allowed as long as the informational item is of value to the participant beyond the advertising content;

c. Materials which are part of approved Conference exhibits. Commercial exhibits that are part of a conference may be displayed when approved by the Director of Conference Services. All exhibits must be consistent with the purpose of the Conference.

Residence Hall Room Regulations:

a. Guests are not to attach items to wood and painted surfaces unless an adhesive that will not damage these surfaces is used. Nails are not to be used to attach items to the walls or moldings.

b. Screens are not to be removed from their window casings.

c. Multiple-outlet connections are prohibited unless they are a “temporary” power strip (or box) with a built-in circuit breaker or have a cord no longer than six feet, carry an Underwriters Laboratory (UL) approval, and have a maximum load of 15 amps. Extension cords are prohibited. Note: Surge suppressors do not meet this standard unless they have a built-in circuit
breaker or are connected to an approved power strip/box.

d. The narrow corridor within guestrooms leading to the doorway shall not be obstructed in any way. Furniture and other items shall not be placed near the doorway, or impede the ability of occupants to exit the room. Curtains, hanging beads, or other items shall not be hung near the doorway.

e. No items (i.e. fishnets, flags, sheets, etc.) may be suspended from the ceiling of the room or from the windows—either inside or outside.

f. Residents may not place any items below the doorknob level on guestroom walls, doors and/or doorframes (both sides).

Supervision Requirements:

a. Conference Services requires at least one counselor for every 15 youth participants. Supervision of all resident participants’ while inside or outside the residence halls and all University buildings is the responsibility of the sponsoring organization. It is also the sponsoring organization’s responsibility to protect University equipment and property.

b. Youth participants who have a driver’s license are not permitted to leave campus with their vehicle. It is recommended that the sponsoring organization collect all automobile keys until the conclusion of the program.

c. Responsibilities of the counselors include the protection of residents and monitoring the behavior and activities of their designated participants while on the Radford University campus. Counselors must be in the residence halls beginning at the hour residents are allowed to be in them each evening and until the time residents are permitted to leave the residence hall in the morning.

Supervision Guidelines and Responsibilities:

a. There must be one counselor to every 15 residents ages 17 and under and there must be at least one counselor per floor where residents are housed;

b. If parents are attending the same program, parents’ names must be on file with Conference Services, the sponsoring organization and the University Police department;

c. Emergency contact phone numbers must be on file with the sponsoring organization and the University Police Department;

d. A list of counselors’ names, lodging location, and room phone numbers must be on file with RU Conference Services and the University Police department;

e. Supervisors must be in the residence hall beginning at 7 p.m. or at the hour residents are allowed to be in the residence hall each evening and until 8 a.m. or the time residents are permitted to leave the residence hall. At least one counselor must patrol the residence hall during the times that participants are allowed to be in them;

f. Counselors selected must be present for the entire program, beginning at least two hours prior to registration for the program and staying until all residents they are responsible for have left
at the end of the program;

**g.** All costs incurred with providing supervision are the responsibility of the sponsoring organization;

**h.** A copy of a medical consent form with all corresponding signatures must be on file in the Conference Services office for all youth ages 17 and under;

**i.** Additional University police supervision is required for any dance held on the Radford University campus in accordance with university policies and procedures;

**j.** The sponsoring organization is responsible for reporting to Conference Services any safety hazards or repairs needed in facilities where campers are housed. Youths should not contact Conference Services directly with maintenance requests or issues;

**k.** Counselors are expected to require youth aged participants to leave their rooms and common areas reasonably clean. Trash should be emptied into the garbage cans available in each hall. If special cleaning is required, these charges will be added to the final bill for the group.

**Qualifications for Counselors:** The sponsoring organization is responsible for providing counselors and monitoring the performance of these counselors:

**a.** Counselors must be 20 years or older;

**b.** Counselors must stay on the same floor and in the same hall and wing as their residents;

**c.** It is recommended that the counselor be of the same gender as the residents he/she is supervising.

**d.** The sponsoring organization must establish and enforce a reasonable evening curfew in which youth ages 17 and under must be in the residence hall and another curfew for the youths to be in their assigned rooms.