

SUMMER GROUP HOUSING TERMS AND CONDITIONS

PART A: APPLICATION

In completing and submitting the online application for Summer Group Housing I agree to all of the terms and conditions herein.

Part B: BUILDING REQUEST/RESERVATIONS

About the halls:

Anderson Hall	52 Sleep study rooms	104 beds	South side of campus
Castilleja Hall	23 apartments	138 beds	North side of campus
Mary Nielson	12 apartments	72 beds	North side of campus
Nuttall Hall	8 apartments, 24 sleep study	96 beds	South side of campus
Snow Hall	8 apartments, 18 sleep study	80 beds	North side of campus
Suites (summer 2013)	53 suites (6 or 8 beds each)	390 beds	North side of campus

NOTE: This list is provided to give groups an understanding of what is available. **A building may be out of service for maintenance or renovation during the summer months.** See map for building locations and directions.

Apartments have a total of 6 twin sized beds sharing one bathroom/shower. Sleep study rooms have a total of 2 twin sized beds with shared bathroom and shower facilities in the hall. These are traditional dorm style rooms. See Part D, Residence Hall Rules/Procedures before making any selection or signing a contract. Preferences made in the application process are requests only. Due to space limitations, requests may not be honored or your group may need to be split across multiple buildings.

PRICING:

Anderson Hall	\$20/room/night	
Castilleja Hall	\$70/apartment/night	
Mary Nielson Hall	\$70/apartment/night	
Nuttall Hall	Sleep study, \$20/room/night	Apartments, \$70/apartment/night
Snow Hall	Sleep study, \$20/room/night	Apartments, \$70/apartment/night
Suites	TBD	

Part C: PAYMENT POLICIES

Deposit - One-half of the room charge, based on your preference(s) as noted in PART B, is required as a deposit at the time of reservation. We will not make a reservation without this deposit. Snow College will keep your credit card information on file in case of damages to the room, building or grounds by your group during occupancy.

Room Charges -

Deposit - Fifty percent (50%) of the room charge is due when the reservation is made.

Balance of Room Charges - Remaining fifty percent (50%) must be paid six 30 days prior to arrival.

Additional Charges at Check-out - Additional charges for room damages and lost keys are due at check-out.

Cancellations - Up to ninety (40) days prior to arrival, fifty percent (50%) of the deposit is refundable. After that time all deposits are non-refundable. There are no refunds for early departures or “no shows”.

Please make checks payable to Snow College Housing Office and enclose a copy of this form with your payment. Mail payment to:

Snow College Housing Office
150 E College Ave, # 1024
Ephraim, UT 84627

PART D: RESIDENCE HALL RULES/POLICIES

To make your stay a more enjoyable and safe experience for all our guests, please follow the rules/policies listed below. All of policies in **bold print** will constitute automatic eviction and a \$250.00 fine. All other violations will be charged according to the fine list, attached, and/or at a cost of \$40.00 per hour cleaning and/or repair charge. In case of an eviction, room costs will not be refunded.

No alcohol, drugs, smoking allowed.

No open flames of any kind are allowed in halls.

Do not tamper with fire and life safety devices in any way.

No cooking, of any kind, in any apartments or rooms.

Be respectful to Residence Hall staff.

Quiet hours are between 11:00 p.m. and 7:00a.m.

No water balloons or water fights.

Throwing objects out of the windows is strictly prohibited. **This action will result in a fine and eviction.**

Abusive or offensive language will not be tolerated.

Do not rearrange or remove furniture from the rooms or lounges.

No pets in buildings.

Do not remove window screens.

No climbing in or out of windows.

No climbing on roof.

Please do not damage doors, windows, screens, blinds, walls and plumbing etc. These damages will be charged upon checkout.

PART E: KEY POLICIES

Lost or Misplaced Keys will be charged at a rate of \$50.00 per key and/or \$25.00 per card to the group at check-out.

If an individual locks a key in a room, or otherwise misplaces the key, you will be charged \$15/door to unlock doors **between the hours of 11 p.m. and 8 a.m.**

PART F: CHAPERONES AND CONDUCT

Chaperones - The chaperones **provided by your group** are responsible for providing constant, competent supervision of the youth. We will provide a list of rooms. We will leave the responsibility of placing specific people in rooms or apartments to each group. Our staff is here to provide event coordination, not chaperone services.

It is impossible to list all of the "do's and don'ts" youth conference or family reunion participants will be expected to follow. We expect that youth and adult leaders conduct themselves in an upstanding and responsible manner.

The rules we uphold are enforced to ensure that all participants enjoy and benefit from their participation. Actions that jeopardize this right for others will not be tolerated. The college reserves the right to dismiss individuals or groups who violate the rules governing youth conferences or family reunions.

PART G: LOST ITEMS

Any items found in the halls will be kept for one week. After this time, all retrieved items will be donated to a charitable organization.

PART H: ITEMS NOT PROVIDED

Remember to bring own bedding including sheets, blankets, sleeping bags and pillows. The beds are standard twin size. Bring your own bath towels, washcloths and other toiletries as needed. Soap and toilet paper are provided in each bathroom.

PART I: CHECK-IN POLICIES AND REGISTRATION

1. Arrive Early -The chairperson (group leader) should arrive one-half hour ahead of the rest of the group in order to work out final financial matters and picking up keys.

2. Room Check- in/Check-out - The **check-in is 3:00** pm due to the cleaning schedule of the Snow College staff. **Check-out is at 10:00** am. Groups requiring a late check-out will be assessed an additional day charge for each room still occupied.

Proper adherence to scheduled check-out times by group chaperones will prevent these unnecessary late charges.

3. Damage Report - Our staff keeps a status report of each room's condition and notes any pre-existing damages. Upon check out, the housing staff will recheck each room and will note damages caused by the participants in your group. These damage charges will then be charged to your credit card. To save your organization unnecessary charges be sure that your youth treat the facilities with respect.

4. Keys - During check-in, Chaperones will be given a binder containing room keys for the individuals for whom they are assigned. Keys must be picked up at the Housing Office (in the Greenwood Student Center. See map) during office hours. If you are arriving outside office hours, special arrangements must be made. Upon check-out, the binder must be returned to the Housing Office. Please note there is a \$50.00 charge for each missing key and/or \$15.00 for each missing card. Even though you may find a key once you arrive home, the Housing Office staff must charge you for the missing key if it is not returned at check-out. This is due to the quick turn over of rooms to other youth conference groups or family reunions.

5. Payment - ALL BALANCES MUST BE PAID 40 DAYS PRIOR TO YOUR ARRIVAL. IF THE BAL-ANCE IS NOT PAID 40 DAYS PRIOR TO ARRIVAL, YOUR RESERVATION WILL BE CANCELED. See Part C for cancellation refund information. We do accept personal checks with proper identification and a credit card. If your church or business is paying for your stay, please add a note to the check/payment as to which specific group it is for. Payments can be made over the phone to the Housing Office.

6. Hall and Room Preferences - Youth groups will be kept together as much as possible. However, since many groups use the residence halls, it is not always possible to assign your group exclusive rights to a hall if it has not been totally filled by your group. Snow College reserves the right to maximize the use of its lodging facilities. Your courtesy and consideration in working with other groups by properly chaperoning your group is expected.

PART J: PARKING

Parking: Parking for vehicles will be permitted in specific parking lots located close to your assigned residence hall. If you are uncertain where this area is after you have reached campus, please check with the Housing Office or call 435-283-7280 for clarification.

PART K: CHECK-OUT PROCEDURES AND DEPOSIT

Check-out Procedures:

1. Check-out is 10:00 am. Due to cleaning schedule.

2. Chaperones should thoroughly search closets, drawers, and beds for articles that may have been left behind. Make sure all facilities used are left clean and undamaged.

3. All chairs tables beds and mattresses must be returned to their designated area It's easy to avoid these fees. Simply instruct your chaperones to ensure all mattresses and furnishings are returned to their locations prior to checkout.

4. Chaperones must turn in all of the keys that were given to them at check-in to the Housing Office upon check-out. Housing staff will check the keys against the original lodging form,. If keys are missing your group will be assessed lost key fees. Each lost key is assessed a \$50.00 fee and/or \$25.00 lost card fee. These fees will be charged to your credit card immediately.

5. The group leader should be the last to checkout. Housing staff will notify the group leader of any missing key at this time. No charges will be incurred for keys that are found and returned to the Housing Office before the group leaves campus.

6. To return keys: Please schedule a proper check-out time with Housing staff

Any items found in the halls will be kept for one week. After this time, all retrieved items will be donated to a charitable organization.



NORTH



Directions from North:
 Drive South on I-15 to Exit #225 in Nephi. Turn left (East) onto Ut Highway 132 toward Ephraim/Manti. Follow Ut Highway 132 through the towns of Fountain Green & Moroni. Turn Right (South) on US Highway 89, proceed to Ephraim. Turn left at College Ave & proceed about two blocks to the Greenwood Student Center.

200 NORTH

Ephraim City

MAIN STREET



COLLEGE AVENUE (100 NORTH)

CENTER STREET

Directions from South:

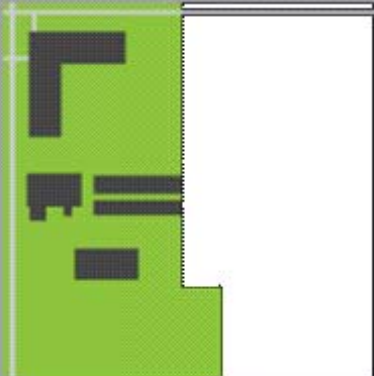
Driving on I-70, take Exit #54 in Salina. Turn North onto US Highway 89, follow Highway 89 through Gunnison (make sure you follow the signs & turn right at the North end of Gunnison) Continue on 89 to Ephraim. Turn Right at College Ave and proceed about two blocks to the Greenwood Student Center.

100 SOUTH

EAST



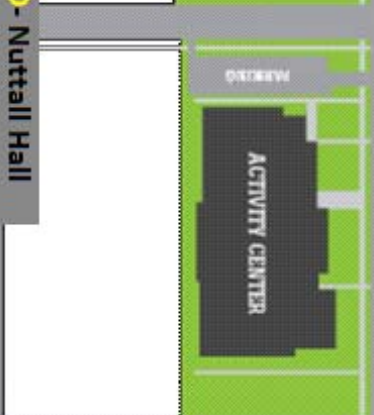
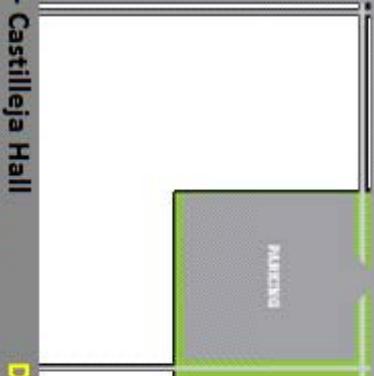
200 EAST



300 EAST



400 EAST



- A- Castilleja Hall
- B- Mary Neilson Hall
- C- Snow Hall
- D- Nuttall Hall
- E- Anderson Hall



Summer Housing Fines

Below is a list of offenses that will cause anyone in on-campus housing to be fined and/or evicted from our facilities. All items in **bold print** will constitute automatic eviction and a \$250 fine/individual offense.

<u>Offense</u>	<u>Fine</u>
Broken windows, or blinds	Cost of materials
Misuse of Fire Extinguisher or other fire equipment (using the extinguisher when there is no fire)	\$200/offense
Climbing in and out of windows	\$50/offense
Climbing on roof	\$50/offense
Cooking, of any kind, in any apartments or rooms	\$200 plus eviction
Damage to doors	\$200/door
Damage to plumbing	Cost of materials
Damage to walls	Cost of materials
Damaged or missing screens	\$65/screen
Dirty rooms at check-out (ANY items left in rooms, etc.)	\$20/room
Failure to check-out with appropriate personnel (This does not include cleaning fees)	\$200/group
Lighters, lighted candles, other open flame or incense	\$200 plus eviction
Lost Key	\$50/key
Lost key card	\$25/key
Opening doors (building exits) between Midnight and 8:00 a.m.	\$15/incident
Pets in room	\$75 plus damages/incident
Throwing objects from windows	\$100 plus eviction
Unauthorized fire arms &/or Weapons in room	\$75/person
Using paintball guns, rifles, air soft, pellet guns and soft pellet guns	\$1,000 plus eviction
Water Fights	\$40/person
Zero Tolerance Policy: Drug/tobacco of any kind/alcohol	\$250 plus eviction *

***Any violation and/or citation of the Snow College Drug & Alcohol policy for on-campus housing (Zero Tolerance) will result in immediate removal from our facilities.**