



Conference Housing Guide

Welcome to Louisiana Tech University!

Louisiana Tech University welcomes the opportunity to provide an exceptional camp experience for sponsoring organizations during our summer quarter! We provide housing accommodations, meals, and recreational/meeting spaces for a variety of groups including athletic, academic, religious, and special interests each summer.

Our desire is that you and your organization receive excellent customer service during your time on campus, as we work together to promote the mission of your organization and our University! This resource is meant to explain processes including the registration, the planning, and the details of hosting your camp on our campus. Should you have any questions or would like a tour of our facilities, please contact me!

Casey Ingram
Director of Residential Life and Summer Camps
318-257-4917



Campus Contacts & Staff

Casey Ingram, Director of Residential Life & Summer Camps

casey@latech.edu

Ms. Casey Ingram is responsible for the supervision of the summer conference program on Louisiana Tech's campus. Ms. Ingram has worked at Louisiana Tech for 16 years, most of which has been in Residential Life. She coordinates the registration process and serves as a point of contact for groups prior to arrival. She supervises the entire staff and can be contacted during your stay with any issues you may have during your time on campus.



Emily Spoon, Assistant Director of Residential Life

espoon@latech.edu

Ms. Emily Spoon is responsible for the room assignments of our Louisiana Tech students. Ms. Spoon has been with Residential Life since Fall 2007. She has limited involvement with camps and conferences throughout the summer due to an emphasis of our Tech students, but serves as the supervisor when Ms. Ingram is out of the office. In addition to all staff, she can assist with any concerns or questions during business hours.



Ricky Johnikin, Manager of Building Services & Special Programs

johnikin@latech.edu

Mr. Ricky Johnikin serves as supervisor of all residential facilities – both traditional residence halls and apartments. He oversees both the maintenance and custodial staff in the residential facilities and has worked with the University since spring 2015. His staff members are tasked with getting the halls and apartments ready for occupancy in addition to custodial and maintenance needs after a camp group leaves.



Melinda Brazzel, Assistant Manager of Building Services

Brazzel@latech.edu

Ms. Melinda Brazzel serves as an assistant supervisor of all residential facilities – both traditional residence halls and apartments. She assists in the preparation of buildings for camp groups and has been with our team since Spring of 2018. She has worked specifically overseeing the cleaning crew of the apartments during the summer months.



Shelby Wilson, Coordinator of Student Development

shwilson@latech.edu

Ms. Shelby Wilson serves as one of our Coordinators of Student Development. Ms. Shelby has been with Louisiana Tech since summer 2022. She is one of three individuals that may be assigned to your group during its stay. She will contact you prior to your arrival on campus and will assist with all areas of your group's stay on our campus.



Brandi Nava, Coordinator of Student Development

bnava@latech.edu

Ms. Brandi Nava serves as one of our Coordinators of Student Development. Ms. Nava has been with Louisiana Tech since fall of 2020. Ms. Nava is one of three individuals that may be assigned to your group during its stay. She assists with the check ins and outs of the camps as well as with room assignments for conference attendants, and may help answer any questions you have throughout the day.



Todd Faulkenberry, Coordinator of Housing Technology

toddf@latech.edu

Mr. Todd Faulkenberry serves as one of our Coordinator of Housing Technology. Mr. Faulkenberry has been with Louisiana Tech since summer of 2022. He is one of three individuals that may be assigned to your group during its stay. He assists with the check ins and outs of the camps as well as with room assignments for conference attendants, and may help answer any questions you have throughout the day.



Building Managers

Our summer building managers are typically senior level students who work and reside in the building/apartment complex. These are students who have worked with us during the academic year and are taking summer courses. The building manager assigned to your hall will stay the night in the apartment of that building and is available to assist with any questions or concerns after business hours. He/she manages the conference housing workers who work duty nights during your camp. He/she is also responsible for the check ins, check outs, occupancy reports, and damage reports of each camp that resides in his/her assigned hall. You will meet this individual upon check in.

Conference Housing Workers

Our conference housing workers are students who are contracted to work for us during the summer months, while they take classes. These student workers may or may not have worked with Res Life before but can help your camp navigate our campus and assist with any issues that may arise during their assigned duty night. A conference housing worker is assigned by the building manager prior to your arrival to work the front desk of your hall 8:30pm-12:30am. He/she will have a master key for the building and can be contacted should a camper lock themselves out of their room if during their duty time. He/she also can write any maintenance work orders and will work to ensure that all safety rules are followed.

Custodial/Maintenance Staff

Our custodial/maintenance staff works to prepare each hall and apartment for check in. Should a need arise after hours, we have a staff member on call to address these situations. There is someone in the hall from 7:30am-4:30pm Mondays-Fridays, while a camp occupies the building (traditional res halls only) and is typically the same person who maintains that hall during the academic year. The custodians will clean the hall bathrooms daily, refresh toilet supplies, remove debris from the floor and keep common areas cleaned. Those staying in the apartments or suites will not have a custodian staff member enter their apartment to clean during their stay. Apartments and suites are only cleaned prior to a camp and after a camp leaves. However, if arrival conditions need improvement, please contact our office so that we may address the concerns in a timely manner.

Accommodations & Amenities

Residence Halls (Adams, Aswell, Dudley and Graham)

- Residence halls have a desk area on the first floor. This is the area utilized for check ins. A formal lounge is located on the first floor of the hall as well and varies in size depending on the hall.
- Vending machines are located in each hall.
- There are accessible laundry facilities in each hall. The cost is \$0.75 to wash and \$0.75 to dry. Laundry supplies and change are not provided.
- All halls are air-conditioned and most can be controlled in the room.

Apartments

- University Park Phase 1 apartments do not have washers and dryers in the apartment but instead have a central washateria that can be utilized. The cost is \$0.75 to wash and \$0.75 to dry. University Park Phase 2, Park Place, and Legacy Park have a washer and dryer in each apartment. However, laundry supplies are not provided.
- There is not a common meeting space at the apartments except for the grassy areas in the middle.
- All apartments have a kitchen with a stove and refrigerator. University Park Phase 1 apartments have efficiency-sized refrigerators. Pots, pans, utensils and all cooking necessities are not provided. Microwaves are also not provided.

Description of Campus Accommodations

****Some accommodations may not be available during your dates, as some will be reserved for our summer students and other camp groups may have spaces reserved in others. This provides a description of the areas but is not an announcement of availability.****

Adams Hall

Adams Hall is a double occupancy accessible residence hall with three floors that house approximately 90 female residents. Adams and Aswell halls are interconnected and share a laundry room. The rooms in Adams have twin-sized beds that have the capability to bunk. Residents of Adams share a community bathroom as well as a kitchen and study on each floor. Adams is located directly across from Carson Taylor hall and has a large porch that wraps around the front of the building.



Aswell Hall

Aswell Hall is a three-floor hall that houses approximately 90 female residents, with two students per room. Adams and Aswell halls are interconnected and share a laundry room. The rooms in Aswell have twin-sized beds that have the capability to bunk. Aswell residents share a community bathroom as well as a kitchen and study on each floor. Aswell is located across from Carson Taylor Hall and near the clock tower.



Dudley Hall

Dudley hall is a three-story freshman focused male residence hall, which houses approximately 90 residents. Dudley hall has a community bathroom and kitchen on each floor. Each room in Dudley houses two residents. Each room has twin size beds per resident that are bunkable, if preferred. The desk and drawers are built in as well as cabinetry and a vanity.



Graham Hall

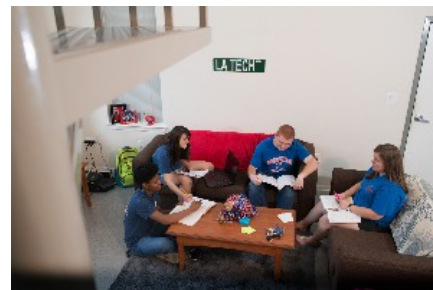
Graham hall consists of three floors, with two residents per room. Graham is located on the southeast side of campus within close proximity to many engineering buildings and classrooms. The basement has large whiteboards and study spaces. Each hall has two bathrooms - one on each end. The rooms have twin size beds, which are not bunkable, and a large vanity. Desks, drawers, and closets are built into the room.



University Park Phase 1

University Park Phase 1 consists of thirteen three-story buildings with one-hundred 2 bedroom/1 bathroom apartments and sixty-two 4 bedroom/2 bathroom apartments. Phase 1 consists of Caruthers A, B, & C, Thatcher, Sutton and Kidd Commons. Each apartment includes the following:

- Full size bed, night stand, desk & chair per resident
- Loveseat, chair & coffee table (2 bedroom apartment)
- Loveseat, couch, chair, end table & coffee table (4 bedroom apartment)
- Mini fridge
- Basic Cable and internet connection (must have an ethernet cord to access internet)



There are community laundry rooms located within Thatcher Commons and Sutton Commons. The cost to wash is \$0.75 per load and to dry is \$0.75 per load.

University Park Phase 2

University Park Phase 2 consists of five three-story brick buildings with forty 2 bedroom/1 bathroom and twenty 4 bedroom/2 bathroom apartments. Phase 2 consists of Caruthers D and Neilson Commons. Each apartment includes the following:

- Full size bed, nightstand, desk & chair per resident
- Loveseat & Chair (2 bedroom apartment)
- Loveseat, couch, chair, end table & coffee table (4 bedroom apartment)
- Washer & Dryer stack, Refrigerator
- Basic Cable and internet connection (must have an ethernet cord to access internet)



This complex also has a grassy quad area that has permanent grills in place for visitors to utilize, as grills are not permitted within apartments.

Park Place

Park Place consists of fourteen three-story brick buildings with eighty-three 2 bedroom/1 bathroom apartments, forty-four 4 bedroom/2 bathroom apartments and six partially furnished 1 bedroom studio apartments. Park Place consists of Jenkins, McFarland, and Hutcheson Commons. Each apartment includes the following:

- Full size bed, nightstand, desk & chair per resident
- Loveseat & Chair (2 bedroom apartment)
- Loveseat, couch, chair, end table & coffee table (4 bedroom apartment)
- Washer & Dryer stack, Refrigerator
- Basic Cable and internet connection (must have an ethernet cord to access internet)

Each apartment faces a shared courtyard within each commons.



Legacy Park

Legacy Park consists of six 3-story brick buildings that house approximately 270 students. There are ten townhome apartments, which house a total of 8 residents – 4 bedrooms with 2 residents per bedroom. The remainder of apartments within Legacy Park has 2 bedrooms with 2 residents per bedroom for a total of 4 residents in each apartment. Legacy Park includes Harper and Pearce commons and is the newest apartment complex on campus, opening Fall 2017. Each apartment includes the following:

- Twin size loft bed, night stand, chest, wardrobe, desk & chair per resident
- Sofa & Chair
- Washer & Dryer stack, Refrigerator
- Basic Cable and internet connection (must have an Ethernet cord to access internet)

These apartments are located nearest Graham residence hall in addition to Nethken and Carson Taylor academic buildings. These apartments are located along Homer and California street and are within a short walking distance to Walmart's Neighborhood Market and several fast food restaurants.



Robinson and Potts Residential Suites

Our residential suites opened in the Summer and Fall of 2018. The suites include rooms with twin, lofted beds for two campers per room and a bathroom shared between the two residents. Linens are not provided. A stackable washer and dryer are provided on each floor of the suite building. We have 8 suite-style buildings (3 in Robinson and 5 in Potts) that house approximately 40 people in each. Most summers, our suites are utilized for housing summer students and may not be available for summer camp assignments.



Richardson, Cottingham and Mitchell Halls

Cottingham and Richardson halls opened in Fall 2021 for residency, at the corner of Railroad Avenue and Tech Drive and along Tech Drive. Mitchell hall opened Winter 2022-2023. With a centrally located floor commons in the knuckle of two wings, campers can enjoy a space to meet and share a meal.



Suite room view (includes bathroom) Private



Flex bedroom with community bath (only bed and chest of 3 drawers included in room)

Separate smaller lounges/study rooms are located on each wing. The hall has three different room configurations – a suite style option where two students share a bathroom in their room, a private single bedroom option where 6-7 residents share a community restroom of two showers and two toilets, and a private flex bedroom option, that is a little larger than the private single bedrooms, where campers share a community restroom of two showers and two toilets with 7-14 residents. The suites have a shower in the bathroom to share with their roommate. The proximity to the new intramural fields as well as outdoor seating areas will provide opportunities for campers to gather outdoors. The first floor, south wing of Richardson will be utilized as retail/dining space by our Food Services and provide a convenient option to grab a snack for campers!

Rates for 2023 Summer Camps at Louisiana Tech University

Housing Rates – per person

- \$20 – double occupancy in traditional residence halls, per night (Adams, Aswell, Dudley, Graham)
- \$24 – private room per night in traditional residence halls, Cottingham, Richardson & Mitchell
- \$27 – double occupancy in the suites, per night (Potts, Robinson, Richardson, Cottingham, Mitchell)
- \$30 – double/quad apartments with 2 per bedroom, Legacy Park, per night - **unavailable Summer 2023**
- \$32 - double/quad apartment, UP phase 1, per night
- \$37 - double/quad apartment, UP phase 2 and Park Place, per night

Meal Rates

- Breakfast - \$7.75/person
- Lunch - \$8.25/person
- Dinner - \$8.25/person

Lambright Recreation Complex

<u>Indoor Facilities</u>	<u>Price</u>	<u>Outdoor Facilities</u>	<u>Price</u>
Aerobics Studio	\$25/Hour	Lower Softball Field	\$100/Hour/lights
Classroom	\$200/Day	Hideaway Park	
	\$25/Hour	-Pavilion	\$25/Hour
Gym - 1 Court	\$50/Hour	-Low Ropes Course	\$100/Hour
Gym - 2 Courts	\$100/Hour	for groups of 10 or less; additional fees if over	
Gym – 3 Courts	\$150/Hour	Outdoor Rec Fields	\$100/Hour
Gym – 3 Courts	\$500/day if 3+ hours	Rugby Field	\$50/Hour
Racquetball Courts	\$25/Hour/Court		
Bowling Alley – One lane	\$25/Hour		
Bowling Alley – All Lanes	\$50/Hour		
Rock Wall	\$50/Hour		
Wellness Classroom	\$25/Hour		
	\$200/Day		
Conference Room	\$25/Hour		
Tables & Chairs	\$10/Day		

Pool – \$50/hour and no more than 50 campers in the pool at a time

Depending on camp dates and times needed, the indoor and/or outdoor pool may not be available.

Charge for use of facility - \$7.50/per camper

If a camp lasts longer than 7 days, the cost of use of a gym is \$100/day per gym.

Lambright Intramural Sports Center Facility Service Fees

- Entry prior to normal business hours \$25/Hour
- Rental hours past close of business \$25/Hour

Howard Auditorium

Dependent upon length of time for reservation and availability
 \$3,600 for a week

Student Center and Meeting Rooms

Free of charge if Louisiana Tech Dining Services & Residential Life facilities are being used.

Pre-Arrival Details

Application, Reservation, and Cancellation

The summer conference housing application can be found on the Department of Residential Life's website. Once the application is received, the request will be processed. The Director of Residential Life and Summer Camps will email the sponsoring organization's contact to either confirm or alter the request. These conversations discussing changes and/or acceptance will be via email.

Once the application is processed and both the sponsoring organization and the Director of Residential Life and Summer Camps agree to the dates, times, assignments, etc., a reservation will be made and the sponsoring organization will be notified.

An application is not a contract and can be cancelled within 30 days of the first date of your camp/conference. Information can be updated once the application is submitted. Camp/Conference cancellations must be made in writing to the Department of Residential Life within 30 days of the first date of the camp/conference.

Camp Coordinator Contact Assignment

Around the end of April, your sponsoring organization will be assigned a Coordinator of Student Development (who will become your Camp Coordinator) to work with in regards to the details of your stay. This assigned individual will contact you initially at the end of April or beginning of May and will remain in contact with you prior to your arrival. The Coordinator will ask for updated numbers and will review the details given during your application process. You should contact your Coordinator with any special needs or concerns you may have in relation to your reservation, scheduling, or accommodations.

Unless otherwise noted during the planning stages, your organization's check in will be held at the front desk of the residence hall that you will be occupying. Should you occupy the apartments, your Coordinator will give you specific details for this check in location prior to your camp's arrival.

Room Space Count and Assignments

In order for Residential Life to best be prepared for the number of attendees you have, we need to receive updated numbers closer to the arrival date. Although the application may list approximate numbers, the sponsoring organization will be asked to provide a room space count at least seven days before students/staff arrive on campus. Your Coordinator will be in contact with you to provide a reminder for the submission of this form. While this is not the final count, it should be as close as possible. Your group may be billed for either the room space count numbers or the actual number that attends, whichever is greater. If a group fails to complete the count and notify their Coordinator, the original numbers on the application will be used as the minimum amount of spaces the camp is responsible for paying. The room space count is the guaranteed amount of spaces the University can provide. If your group needs more on the day the conference starts, Residential Life will try to provide additional space, as space permits.

To plan for check ins, our staff needs to know what groups/individuals your staff has assigned to which locations. These rooming lists should be submitted to your Camp Coordinator at least 5 days before campers arrive to campus. This is very important for our staff, as this preparation helps ensure a smooth check in.

1. Your Coordinator will reach out to you. In regards to the building(s) you plan to utilize. Your Coordinator will send you an Excel spreadsheet listing the room spaces available for use in the assignment process, as well as a floor plan, if available.
2. You assign your spaces and return the Excel spreadsheet to your Coordinator at least 5 days prior to the first student/staff arriving on campus.
3. Your Coordinator should be notified if there are any changes made to assignments after check ins are complete.

If you would like another option for assigning at check-in, please notify your Coordinator.

Arrival Details & Other Helpful Information Regarding Your Stay

Check in Process

Our staff can check your organization in by utilizing one of two methods:

1. All keys and check ins occur in the residential facility to which your group is assigned. The check-ins will be located at the front desk of each residence hall or at a separate location (informed of prior to camp dates) for apartments. Keys will be handed out to groups (churches, schools, etc.) rather than on an individual basis if the opportunity exists.
2. If you have a small group (less than 50) and/or attendees are checking in after 5pm or on a weekend, you may request to have a sponsoring organization representative to retrieve keys from a Residential Life staff member prior to this time so these individuals can receive their keys in a different manner. Any unused keys should be returned to your Camp Coordinator on the next business day to avoid any charges.

Keys

At check in participants will be given a physical key that gives them access to their assigned room as well as a FOB that will grant them access to their particular hall in which they are assigned. If they are assigned to the apartments, they will not need nor be assigned a FOB. The FOB can be swiped at the card readers near the front door of the hall to gain entrance. A participants' FOB will only work on their assigned building.

Lost keys should be reported immediately to the front desk or to a member of our Residential Life staff. A work order will be written to change the door lock, which should be completed within the hours of 8am – 5pm the day of the reported lost key. The group will be charged for a lock change at the time of the invoice. There is a charge of \$20 per lost or unreturned key. Please advise all group members to lock their doors at all times in an effort to keep our community secure.

Meal Cards

Meal cards will be given to the camp/sponsoring organization at move in. You will receive the camp cards along with a list of all of the card numbers. Write each camper's name beside the card number they are assigned. Once this sheet is completed you will need to return it along with any unused cards to the Tech Express Office as soon as possible. If unused cards are not returned in a timely manner it will result in your camp being charged for additional campers. The card number sheet is required to replace any lost camp ID, for a \$5.00 replacement fee. If this is not received by the Tech Express Office and a camper loses their card, we will issue a new card and your camp will be charged an additional camper. If you have any questions please contact the Tech Express Office at 318-257-4553.

Safety

Louisiana Tech University Police is available 24 hours a day and 365 days a year. You can reach University Police by calling 318-257-4018. Please stay alert during your time on campus and report any suspicious activity or person to University Police.

Front Desk

Each traditional residence hall has a front desk area, which is staffed 8:30 pm – 12:30 am with a conference housing worker or building manager. If you need us to staff the front desk at other times as well during the day, please notify your Coordinator and we will be happy to so. The front desk staff can help assist with regards to directions around campus, assistance during an emergency situation, and with requests for maintenance needs. If there is an emergency maintenance request, our front desk worker will know the proper protocol to contact someone after hours. Please note that the response time may be longer after hours but we will do our best to address the issue in a timely manner. Should a maintenance need be reported that is not an immediate danger it may be reported the next day during business hours. Our staff may gain access to a room to complete the requested action even if someone is not in the room at the time. Please contact your Coordinator with any questions or concerns in regards to emergency situations.

Supervision

If you have youth or high school ages as participants in your camp, please note that the sponsoring organization is responsible for ensuring that they are supervised at all times. Activities involving attendants under the age of 18 should always have an adult (at least 18 years of age) present. If University personnel have issues with a camp attendee, the sponsoring organization's contact will be notified and will be responsible for addressing the issue with either the attendee or the attendee's supervisor. Individuals supervising students should be responsible for addressing discipline issues, emergencies, and injuries.

Maintenance Needs

Should any of your accommodations need maintenance work while you are on campus with us, please do not hesitate to contact the Maintenance office at 318-257-4038 or the Residential Life office at 318-257-4917 to request a work order. During the summer months, our office is open 7:30am – 5PM Mondays-Thursdays and 7:30am -12:30pm on Fridays. However, our maintenance and custodial staff work 7:30am – 4:30 PM Mondays – Fridays. We will do our best to accomplish the work during these times. However, if there is a need that occurs during the time our office is closed, please reach out to your contact/Camp Coordinator. He/She will be able to get in touch with a maintenance/custodial staff member on call and address the concern as soon as possible.

Need Assistance

During your stay on campus, all questions or concerns should be directed to your Camp Coordinator. If a situation needs further intervention or assistance, the Director of Residential Life and Summer Camps may be notified by either the sponsoring organization's representative or the Camp Coordinator.

If assistance is needed or an emergency occurs outside of business hours, the Camp Coordinator should be contacted first and if unavailable, the Director of Residential Life and Summer Camps second. Contact information for these staff members shall be given to the sponsoring organization's contact during the planning stage and prior to arrival.

POST CAMP DETAILS & BILLING

Check Out Process

Our staff can check your organization out by utilizing one of two methods:

1. Individual groups within the sponsoring organization (ex. Church, school, etc.) can collect the keys from their members and submit all of these to the building manager or conference housing worker at the front desk of the residence hall. Please note that the keys need to be handed to a staff member and cannot simply be placed on the desk.
2. Your camp representative can return all keys to your Camp Coordinator in the Residential Life Office once everyone is moved out of the apartments/residence hall.

Keys

The Camp Coordinator will be in discussion with the sponsoring organization's representative in regards to staff check-out. Any all-hours keys checked out for use by staff and any keys gaining access to staff residential facilities must be returned prior to a group leaving campus.

Each lost key will result in a \$20 per key charge that will be added to the invoice. Residential Life will provide the camper's name and/or church/school group that lost the key on the invoice so that the sponsoring organization may request reimbursement. However, the sponsoring organization will be responsible for including these lost key fees and fees for any damage in their remittance of payment for the camp.

Billing & Invoices

Invoices will be sent via mail to the sponsoring organization within 10 business days of the check out, unless special circumstances apply. Payment for all conference charges must come from the sponsoring organization and will not be accepted from individual participants or groups within the conference. Sponsoring organizations within the University will be sent an invoice and should be paid through an Intracampus Requisition if possible.

Should you find a discrepancy in your bill, please contact your Camp Coordinator first to discuss the charge. If he/she finds a need to adjust the billing, a corrected invoice will be sent. If you cannot agree on a solution, you may contact the Director of Residential Life and Summer Camps to look into the discrepancy and to make a decision with regards to any corrections that need to be made.

Once the camp concludes, your Camp Coordinator will contact you to conduct a brief evaluation of your experience while hosting an event on our campus. The results will be utilized to help our Department improve processes.

Summer Conference Housing Contract

Division of Student Affairs

Ruston, Louisiana 71272

Lodging for special groups or conferences is provided at Louisiana Tech University during the summer months when student enrollment is low and individuals or groups desire conveniently located residential facilities. Following are some descriptions of facilities and services provided by Louisiana Tech as well as regulations governing their use.

General Information

Counselors/Chaperones – All groups are required to have supervisors on duty at all times when group members are on-campus. Payment for service of these supervisors, including salary, food, lodging must be provided by the sponsoring organization. The conduct of all persons in his group is the responsibility of that supervisor. Residential Life will provide, at our expense, one staff member who will be in charge of the residential facility where a group(s) is housed. This individual's duties are 1) to provide information and facility services to the group(s) within his/her building, and 2) maintenance of contract agreements between Residential Life and the group and enforcement of hall regulations. However, they are not responsible for the conduct of the group.

Payments – Charges will be made according to the number of full days' service rendered for the number registered in the group, and bills will be sent to the sponsoring organization rather than the individual utilizing residential facilities. (The latest check-out time is 5pm, groups remaining after this time will be charged for another day.). In special instances, payments may be made in advance, but ordinarily the sponsoring organization is billed. No payments will be accepted at the time of registration unless prior arrangements have been made. As long as a group or individual has a room and/or master keys to a particular facility, they will be charged full fees.

Keys – All-hours keys are available for those who need one. The number of all-hours keys issued is limited, and the Residential Life Office Conference Coordinator must have prior notification of how many all-hours keys will be needed by your group. All keys must be turned in at check-out time; if not, they are considered lost and the sponsoring organization will be billed: \$20 per room key and \$75 per all-hours key. Locks are changed once a key is reported lost or not returned. Therefore, keys that were not returned at check-out may not be returned by mail without a lost key charge being assessed.

Damage Charges – Every room is inspected after a group checks out. In the event the facility has been damaged, any and all charges will be billed to the sponsoring organization.

Lounges – The use of all lounges must be confirmed through Residential Life Office Conference Coordinator. No food or drink is allowed in formal lounges. Athletic activities are not allowed in the formal lounges. All lounge rules will be enforced.

Security – For security reasons, the doors of the residence halls are locked at all times. Any conference person entering or leaving the building or knowingly propping open a door without the consent of their sponsor and after visitation hours is in violation of University and Residential Life policy. Visitation hours are 10am until midnight only. Conference attendants will only be able to gain access to their assigned hall with the key fob given to them during check in.

Dining Services – Campers must behave themselves in an orderly manner while visiting the food court and cafeteria. They must also be properly attired. Cost for food is listed on the rate sheet enclosed in this packet.

Maxie Lambright Recreation Complex – Campers are not allowed to wear black-soled running shoes into the facility. Food and drink are not allowed in any areas except the lobby. Gum chewing is not allowed. Please see attached Facility Policies and Prices.

Lodging Cost – The cost of a room is located on the pricing sheet.

Student Center – Free of charge if Louisiana Tech Dining Services and Residential Life Facilities are being used.

Memorial Gym – Pricing is on the attached sheet.

Camp Mail – The ability to retrieve camp mail is only available during the University’s operating hours of Monday-Thursday 7:30am - 4:30pm and Friday 7:30am – 12:30pm. Mail will not be available for pick up after hours or over the weekend – please make note of this if you host a camp on campus with us that extends into the weekend. Mail can be retrieved from our office in the BARC/Wyly Tower during the listed timeframe. The following is the mailing address format:

Camper’s name	Example:	John Smith
Group name		FBC of South Florida
Arrival date week of camp		July 23-27
305 Wisteria #3174		305 Wisteria #3174
Ruston, LA 71272		Ruston, LA 71272

Any packages arriving after a camp leaves or not picked up by a camp representative will be returned to sender.

GENERAL RULES AND REGULATIONS

In addition to nation, state, and local laws, all conference persons are expected to obey University regulations.

Drinking or Gambling - Possession or drinking of beverages containing alcohol is forbidden on the campus of Louisiana Tech University. Returning to the residence halls under the influence of alcohol in any way is prohibited. Gambling on the campus of Louisiana Tech is a breach of regulations.

Firearms and Explosives - Guns, firearms, spear guns, B-B guns, pellet-type guns, pistols, ammunition, explosives or firecrackers are not permitted on the University property at any time.

Throwing Items from Windows or Roofs or Hanging Items Outside Windows - Nothing should be dropped or thrown from windows or roofs in the halls, and nothing should be hung outside windows. Items thrown from buildings are extremely dangerous.

Elevator Misuse - Anyone found misusing or damaging University elevators will be charged for repairing the elevators and may be subject to serious disciplinary action.

Destruction of Property - Nails, hooks, tape, etc. may not be attached to the ceiling tile, painted walls, doors, windows, or furniture. (Tape may be placed on Formica-covered doors and the metal molding around the ceiling tiles.). The occupants of the rooms will be required to pay the amount necessary to repair any damage done to rooms, furniture, or equipment. The Coordinator of Residential Life will compute the amount of money required to repair the damage, including labor, and present the bill to the sponsor for collection.

Mattress and Bed – The mattress or springs should not be placed on the floor, and the bed should not be disassembled.