



Summer Conference Guidelines

Housing Reservation Conditions

- Each summer conference group must provide a guarantee minimal number of participants at least 10 business days prior to the conference start date.
- Should the participant number increase after the guarantee participation count date (5 days prior to arrival), every effort will be made to accommodate the request of additional residential space (conference housing program cannot guarantee residential space would be in the same building).
- Should the participant number decrease after the guarantee minimal number due date (10 days prior to arrival), the conference group will be invoiced for guarantee minimal number.
- Basic room reservation without linen package consists of clean room supplied with a waste basket, drinking glass, personal soap bar and three (3) clothes hangers.
- A summer conference Housing professional staff member will be on call each night of the group's stay in the building.
- Key Distribution will be scheduled in advance. All guests sign the guest register at the check-in and are required to return keys issued prior to departure. The group will be charged for all lost keys/FOBS: key cost is \$15 and FOB cost is \$25.
- It is expected that any children (under the age of 12) staying overnight on campus must be preapproved by Residence Life and Housing.

Conference Groups with Participants Who Are Minors: (residents between 12-17 years of age)

- Summer conference groups are required to make arrangements satisfactory to the summer conference housing program at SUNY Oswego for the supervision of minors. Group leaders are required for all large student groups, over 50 students.
- The college may provide an overnight building staff member who will be available to assist with any group needs or emergencies.
- High School programs will be assigned to different buildings from our college programs. At no time should there be male and female residents on the same floor/wing.
- Suggested ratio of adult supervisors to minors is 1 to 10.

Residence Life and Housing Summer Conference Guidelines

- Each summer conference group must provide an electronic alpha roster list of participants at least 5 business days prior to the conference arrival date, with or without room assignments. Desired information needed includes: last name, first name, gender, the SUNY Oswego ID number (if issued) and room assignment is applicable.
- Group leaders will have a brief safety meeting prior to the arrival of the main group of participants. This brief meeting will take place in the assigned residential facility to familiarize group leaders of safety and security systems. In the event a conference group is not able to

provide adequate supervision on each occupied residence floor, services can be arranged for a reasonable fee.

- The group will provide a list of group leaders and their contact information.
- It is expected there will be a group leader available during the evening and night hours.
- Laundry rooms are available for use at no charge.
- Front Desk services are provided based on group size. For every 50 participants, the desk can be staffed for three hours a day (included in room rate). Additional hours for desk staff can be arranged based on group needs and can be expense of additional hours is invoiced to the group at \$9.00 per hour.
- Games and equipment can be signed out at the front desk providing that the group is willing to accept any expenses for lost or damaged items.
- Use of common areas and lounges must be pre-arranged.

Linen Package and Exchange

- Linen package includes the bed(s) made initially, bath linen, drinking glass, personal soap bar and three (3) clothes hangers.
- Long term guests (over 7 nights) can request a linen exchange. After the 7th night, a linen package will be available at pre-arranged location (without making bed) if requested (additional fee). Guests are also free to launder their own linens if desired.