

Summer Camps:

Linens

Residence Life does not provide any linens or toiletries (including soap, towels, toilet paper, or trash cans inside the suite). Each camp will need to provide these to their campers.

Check-In Process:

Residence Life will provide a minimum of three staff members to run the housing portion of the check-in process. In collaboration we ask that at least two staff members of the sponsoring team are here as the first contact for campers in the dorms to ensure paperwork has been properly turned in. Only once a camper is cleared by sports staff will they be able to check-in to the dorm.

Roommate Matching/Room Assignments:

To expedite service at the time of check-in roommate switches will not be permitted by Residence Life Staff. If camp staff would like to change room assignments and switch keys after the check-in process that is per their discretion. Spreadsheets of dorm layout will be provided to the sponsoring camps so staff can room campers as they'd like. To ensure an easy check-in process those spreadsheets should be sent to _____ 2 business days prior to the event.

Quiet Hours

Quiet hours in the dorm buildings and surrounding areas are from 10pm till 10am the next morning and are enforced by Residence Life and Public Safety. Examples of "loud behaviors" would include: running down hallways, shouting in the courtyard areas and any other disturbance you would not appreciate.

Nighttime Coverage for Incidents

One professional (non-student) staff member from the sponsoring team's staff is required to stay in the building for each night of the camp, as the main contact for Residence Life in case of an emergency situation. Residence Life will ensure that a private room is available for that staff member.

Emergency Situations

For any residential incident or emergency situation including, but not limited to: need for medical attention, possession of drugs or alcohol, or escalated insubordination/repeated lack of respect for policies, Residence Life will follow their policy to ensure camper's safety and compliance with federal and state laws. Sponsoring camp officials will contact a student's emergency contact as listed on their paperwork so they are made aware of the situation. Residence Life reserves the right to remove housing privileges from any camper or staff member who is incapable of following housing policies. Expenses incurred from these changes are the responsibility of the sponsoring camp and/or camper involved.

Alcohol/Drug Policy

The possession of drugs, alcohol or paraphernalia of either type is strictly prohibited on campus. Residence Life must be contacted if these items are found and will contact Public Safety. Public Safety reserves the right to search any item or area on campus if there is reasonable suspicion. Residence Life will follow policy by involving the Phoenix Police Department as necessary.

Check-Out Process:

Turnover for incoming camps is important so following the check-out process is extremely important. 24 hours prior to a camp group leaving check-out key envelopes will be provided by Residence Life to the camp staff. It is the camp's responsibility to ensure that all keys are properly turned in to the correct envelope. A restocking fee of \$75 per key and \$25 per passpoint will be charged for each key/passpoint combination not placed in a labeled envelope. At the time of check-out a Residence Life member will meet with camp staff to ensure all keys are accounted for.

Lost Keys:

Residence Life will provide 2 keys and 2 passpoints for each suite rented. When the check-out process is completed lost keys and passpoints will be charged back to the sponsoring team at the following rate:

Fee per Passpoint: \$75

Fee per Key: \$225

Lock-Outs:

During Office Hours (Monday-Friday 8am-5pm): Please contact Residence Life at (602)639-6240 or come to the Residence Life Office located in Prescott Hall.

Before/After Office Hours/Weekends: If a student is locked out of their suite, they need to call (602)768-3800 and a Resident Assistant will come to assist them. Lock-out fees are \$5 cash and must be paid at the time the door is opened. Signs are posted in Canyon with this information as well.

Lost Property

The University shall hold the camper's property for a period of ten (10) days after the University's declaration of abandonment. Property is considered "abandoned" 5 days after the campers leaves residential areas. In total, lost property will be held for 15 days and then disposed of at the discretion of the University. If a camper loses an item, his or her main point of contact should be the sponsoring coach. Sponsoring coaches are responsible to pick up claimed items from Canyon Hall.

Damaged University Property

Residence Life will inspect rooms and dorm prior to a camp ground's arrival and after their departure. Damages incurred during a group's stay will be billed to the sponsoring camp. Residence Life will not pursue individual campers for financial compensation.