



SUMMER 2018 REGENT UNIVERSITY CONFERENCE HOUSING TERMS & GUIDELINES

ELIGIBILITY – WHO IS SUMMER CONFERENCE HOUSING OPEN TO?

Regent University Summer Conference Housing reservations are currently open to any Regent University sponsored summer conference or camp group and their participants, pending housing date and room availability. Though open to all such sponsored university groups, summer 2018 conference housing requests and reservations can only be submitted and arranged with the Office of Residence Life by an approved Regent University department staff member. This staff member must be the pre-appointed liaison assigned by their department to the requesting conference group ahead of time, to both oversee and organize their University sponsored conference group/event. Only such pre-determined University staff members are approved to submit any and all summer housing reservation request forms, on behalf of the university sponsored group that they represent. **Regent University Summer Conference Housing is currently *not* open or available to the public for any independent non-university conference or camp event, and as such will not be approved.**

WHEN IS CONFERENCE HOUSING AVAILABLE?

All summer 2018 conference housing reservations are solely available from the dates of **Monday, June 4th to Friday, July 20th, 2018.**

WHERE IS CONFERENCE HOUSING LOCATED?

All summer 2018 conference housing is located directly on campus within the Regent Commons residence halls. The Regent Commons Residence Halls and Office of Residence Life are located at 1117-101 Centerville Turnpike, Virginia Beach, VA, 23464.

AVAILABLE CONFERENCE HOUSING ROOM CONFIGURATIONS:

Floor plans for all available Summer Conference Housing room choices within the Regent Commons can be found at [this link](#) under the tab labeled “College Housing: Commons Floor Plans.”

ROOM TYPES

Double Studio (double occupancy- 2 participants)

Triple One-Bedroom (triple occupancy – 1 bedroom, 3 participants)

Four Bedroom Suite (4 bedrooms, 4 participants)

Please be aware that ONLY members of the same sex may share a room configuration. While every effort is made to honor each conference group's housing preferences, The Office of Residence Life cannot guarantee that each group will be assigned to the exact floor or room of their choice. **All room assignments depend on both reservation date and floor availability and are assigned on a strictly first come first reserved basis.**

EACH ROOM INCLUDES:

- A fully furnished assignment w/extra-long twin beds
- A full-sized kitchen w/refrigerator, dishwasher, microwave and stove
- One full-sized bathroom
- Shower curtain & rings
- Toilet paper
- Wastebasket
- Free cable TV and wireless internet service
- Individual central air conditioning and heating system
- Free cost inclusive laundry room (self-serve)

What To Bring

We recommend that you bring the following items:

- **Pillow & pillow case**
- **Extra blanket or comforter (if desired)**
- **Dishes and eating utensils**
- **All personal toiletries**
- **Personal hand soap**
- **Laundry basket and detergent**

- Computer w/ Ethernet cord
- TV w/ coaxial cable
- DVD player
- Power strips (must have reset button)
- Coffee maker/Toaster
- Clothes hangers
- Iron and ironing board
- Personal cleaning supplies

What NOT to Bring

Prohibited in ALL Conference Housing rooms:

- Pets
- Candles, candle warmers, or incense
- Extension cords, multi-plug adapters, or outlet splitters, plug-in air fresheners with additional outlets
- Firearms, ammunition, fireworks, explosives or weapons of any kind
- Alcoholic beverages (including empties) and paraphernalia
- Tobacco products and paraphernalia
- Space heaters
- 3M Command Strips
- Wireless routers
- Pressurized containers (CO2, propane)
- Fuels (kerosene, gasoline, propane)
- Additional furniture or appliances

CONFERENCE HOUSING FEES

The flat Summer 2018 Conference Housing room rate can be found below and applies to all participants. Linens are offered on a group basis.

\$45.00/person/night – (without bed & bath linens)

\$50.00/person/night – (with bed & bath linens)

*Any lost, damaged, or unreturned linen items will incur an additional \$5.00 charge per item, to be automatically added to the group's final invoiced payment amount.

RESERVATIONS – (REGENT UNIVERSITY STAFF ONLY)

If you are an approved Regent University staff member and would like to make an official conference housing reservation for your department-sponsored summer 2018 group/event, please complete and submit the "[Summer 2018 Conference Housing Request Form](#)".

Please be aware that **ALL** summer conference housing reservations and requests **must** be submitted to the Office of Residence Life for final evaluation and approval by **no later than 60 days prior** to your desired group arrival/room occupation date. Should your preferred requested dates/rooms be available for reservation, you will be contact by the Office of Residence Life with further steps and procedures necessary in finalizing your official request.

DEPOSITS

Upon approval and availability of all requested housing dates and rooms, all conference groups requesting a housing reservation will be required to pay a mandatory **10% housing reservation deposit 60 days prior** to their requested reservation/room occupation date, in order to officially secure their group's housing reservation space. This 10% deposit is non-negotiable, non-refundable, and based upon the submitted participant headcount requested within the group's official "[Summer 2018 Conference Housing Request Form](#)."

BILLING – FINAL PAYMENT

Regardless of any changes in participant number (additions or subtractions) that may occur after the 60 day deposit mark, all conference groups officially approved for a housing reservation will be required to submit a concrete participant head count to the Office of Residence Life **30 days prior** to their requested reservation/room occupation date, for final billing purposes. This final and concrete participant headcount is **mandatory**. Based upon the group's original selected housing rate (\$45/\$50 per person, per night) and final participant headcount submitted at the 30 day mark, a final conference housing reservation fee and bill will be calculated, to be signed and agreed upon by the group within the final **Conference Housing Reservation Contract**. This contract will also be required to be submitted and signed at the 30 day mark.

The group's final housing fee amount will then be billed and sent via invoice for final payment to the Regent University department listed within the original request form as the group's event sponsor. The sponsored group will then be required to submit full payment to their sponsoring Regent University department, who will then be required to submit full and final payment for all invoiced housing reservation fees to the Office of Residence Life within (and by no later than) **30 days after the group's official housing departure**.

PLEASE NOTE: All total billed and agreed upon housing reservation fee amounts listed within the group's signed **Conference Housing Reservation Contract** (signed at 30 day mark) are **FINAL**, regardless of any decreases in participant headcount between the 30 day mark and official group arrival/room occupation date. This final contracted housing reservation fee amount (at 30 day mark) is both ***non-negotiable*** and ***non-refundable***, outside of the exception where the requesting group chooses to cancel their entire group reservation as a whole. In the event of a group cancellation, the original paid 10% deposit will still remain ***non-refundable***.

HOUSING CONTRACT

Upon receiving the reserving group's final participant headcount, an official **Conference Housing Reservation Contract** will be sent to the Regent University department's staff liaison responsible for sponsoring the group's event, for final official signing. This contract will outline not only what The Office of Residence Life agrees to provide the reserving group throughout the duration of their stay, but also the group's responsibility to The Office of Residence Life in the way of both accommodation stewardship and payment, for the duration of the group's utilization of Student Housing property. In order to maintain a group's reservation, this final reservation contract must be completely read, signed, and returned back to The Office of Residence Life by the Regent University sponsoring staff liaison by no later than **30 days prior** to the official group arrival/room occupation date.

PLEASE NOTE: Failure on the part of the requesting group to submit this final signed contract by the above stated deadline, may not only jeopardize the security of the group's reservation, but potentially cause grounds for the cancellation of the group's entire reservation as a whole.

CANCELLATIONS

Should a reserving group wish to cancel their Summer 2018 Conference Housing reservation, they may have the option to do so by submitting an official cancellation request in writing to the Office of Residence Life by no later than **30 days prior** to their originally requested reservation date. Groups submitting a cancellation request for their originally requested reservation after this 30 day mark may do so, but will still be required and held financially responsible to pay at least **50%** of the originally signed and agreed upon housing reservation fee amount, as listed within their signed **Conference Housing Reservation Contract**, regardless of the group's actual housing arrival or stay. Please note that the original 10% deposit paid at the 60 day mark will still be held and regarded as ***non-refundable***, regardless of group cancellation.

ROOM ROSTERS

Upon the official signing and submission of the group's **Conference Housing Reservation Contract**, a specific housing room-roster based upon the group's specific requests and rooming needs will be sent

to the group for final viewing. This roster will show and list all of the final room assignments and configurations set aside for the group's particular reservation. For Residence Life Staff preparation purposes, this rooming roster will need to be completely filled-in with both the final names and sexes of each of the group's participants, with the same sex listed as rooming with the same sex. This completed room roster will serve not only as an additional final headcount for our Residence Life Staff, but also as a necessary guide for all group key and check-in preparations. In order to have all necessary and agreed upon room supplies and preparations in place prior to the group's arrival, this rooming roster **must** be completed and re-submitted back to The Office of Residence Life for processing by no later than **15 days prior** to the group's official arrival/room occupation date.

KEY PICK-UP

Upon being notified by the Office of Residents Life, all Regent Staff Liaisons are responsible for picking-up all room keys set-aside for their requested conference group's housing reservation, 2-3 days prior to their group's scheduled arrival/event. ***The Regent Commons Office of Residence Life does NOT allow or facilitate individual participant key pick-up or room check-ins whatsoever, with all group participants required to solely check-in via their reserved group's staff liaison instead.*** All Regent Staff Liaisons are therefore responsible for arranging and formulating their own **separate** room check-in and key distribution process for all requested group participants, complete with participant key check-in/check-out tracking list. In light of such, all Regent Staff Liaisons and their departments are held financially responsible for any and all issued room keys that are either unreturned or lost by the end of their conference housing reservation. **All lost room key fees will be added to the group's final invoiced housing bill, and are assessed as follows: Room Key - \$50.00/person, Electronic Access Keycard - \$15.00/person.**

AFTER-HOURS EMERGENCY CONTACT

As listed and required within the **Summer 2018 Conference Housing Request Form**, all Regent Staff Liaisons are required to provide an after-hours point of contact name and cell phone number for their requested conference group, that can be directly reached/contacted with any group issues or emergencies that may arise outside of normal Office of Residence Life operating hours (M-F, 8am-5pm). This after-hours point of contact information is **mandatory**, with no submitted conference reservation request form being considered for approval without it.

REGENT COMMONS RESIDENCE LIFE HANDBOOK

Upon the signing of the official **Conference Housing Reservation Contract**, both Regent Staff Liaisons and all reserved conference group participants agree to be held fully responsible and abide by any and all **rules, regulations, and procedures governing on-campus housing stay and conduct**, as published within the [Residence Life Handbook](#), [University Student Handbook](#), and any other official Regent University publications. Please be advised that failure to abide by any of the rules and regulations as outlined within this handbook may result in the full cancellation of the reserving group's conference housing request.

CONFERENCE HOUSING DRUG, TOBACCO, ALCOHOL, AND WEAPON POLICY

Regent University and all of its Summer Conference Housing grounds and facilities are a ***drug-free, smoke/tobacco-free, and alcohol-free*** community. All illegal-drug, tobacco, non-tobacco smoking and alcoholic products are ***strictly prohibited*** on ***ALL*** Regent University and Conference Housing premises. Failure to comply with this policy is a violation of Regent University's ***Standards of Personal Conduct***, and will result in the immediate and full cancellation of the reserving group's conference housing request, as well as any ***Non-Tolerance*** disciplinary action on the part of the University. Likewise, ***all firearms, explosives, or other weapons*** of any kind are also ***strictly prohibited*** on University and Conference Housing grounds, and will result in the same actions on the part of the University as outlined above, should this policy be violated (regardless of whether a license to possess such weapons has been issued to the carrier).

CONFERENCE HOUSING RESERVATION TIMELINE & CHECKLIST

60 Day Mark:

- Submit official "**Summer 2018 Conference Housing Request Form**" online.
- Group **10% reservation deposit** due

30 Day Mark:

- **Final participant headcount** submitted to Office of Residence Life
- Final official **Conference Housing Reservation Contract** read, signed, and returned to the Office of Residence Life
- Official Rooming Roster sent to group for final viewing and completion

15 Day Mark:

- Final Rooming Roster **completed and returned** to the Office of Residence Life for processing

30 Day Post Mark (after group departure):

- Final billed/invoiced conference housing fee submitted for full payment to the Office of Residence Life by the reserved Group/Regent University Department sponsor

Questions? – Conference Housing Contact:

For any further questions regarding the Summer 2018 Conference Housing reservation process, please contact the Regent Commons Office of Residence Life at 757-352-4652 or studenthousing@regent.edu .

We look forward to hosting your group this summer!

Regent University Office of Residence Life