



## *Camps & Conferences Operating Guide 2024-2025*

### *WELCOME TO UNIVERSITY CAMPS & CONFERENCES*

Welcome to Life University, Running Eagles! Camps & Conferences staff is beyond excited to welcome you home for the next few days. We are pleased to offer these facilities to our guests' and are looking forward to creating a unique living experience for our guests' while visiting. We are committed to providing resources to our guests'. It's an exciting time at Life University and we are honored that you choose Life University for your Camps & Conferences season this year.

The Camps and Conferences Operating Guide includes Housing policies and procedures, Community Living Standards, and other key resources that we offer.

### *MISSION OF CAMPS & CONFERENCES*

The mission of Camps and Conferences is to offer safe and inclusive lodging, dining, meeting spaces, classroom space, transportation, and other logistical needs for all guests in the months of June through August.

### *COMMUNITY SAFETY AND SUCCESS*

#### ***Student Staff: Resident Assistants (RAs)***

Resident Assistants (RAs) are Undergraduate, Graduate or Doctor of Chiropractic students who serve as live-in peer leaders and role models. Each RA is assigned to a wing/floor in a building and oversees the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal, and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce University policies. There is an RA on call in each community from 5 p.m. to 9 a.m. and 24 hours a day on the weekends; the on-call number is posted throughout each residence hall for emergency use.

#### ***Student Staff: Community Assistants (CAs)***

The Housing Community Assistants (CA) work in conjunction with other Housing and Residence Life (HRL) team members to provide information, answer questions, and to promote a secure and safe environment for all residents. Community Assistants (CA) work to create an inclusive on-campus housing.



## *Camps & Conferences Operating Guide 2024-2025*

environment that promotes personal development, involvement, and leadership. CAs serve as a resource for students in their community and as a role model at Life University.

### ***MAINTENANCE AND CUSTODIAL STAFF***

The full-time staff members who make up the maintenance and custodial teams provide safe, clean, and comfortable residential facilities. These staff members also complete preventative maintenance and respond to emergencies.

### ***SERVICES AND ADMINISTRATIVE INFORMATION***

***Electronic Access:*** All our exterior and room doors are secured electronically. Guests residing in our residence halls with electronic access doors will have access granted on their Camp Eagle Card. Due to this access, guests must report their card as lost or stolen immediately for safety and security. Please report lost cards to [Conferences@life.edu](mailto:Conferences@life.edu)

***Lockouts:*** If a resident is locked out of a room during business hours, they must contact the Housing and Residence Life office (770.419.5554) or the CA sitting at the Housing Desk to be let into their room. After business hours (5:00pm to 9:00am), you must contact the Resident Assistant on Duty. The fee for lockouts and/or lost keys is \$25.00 and will be added to the final bill.

***Room Entry:*** Approved Life University officials, wearing a name/ID badge or Housing and Residence Life issued uniform, may enter University residential spaces for inspection at any reasonable time for several reasons, including but not limited to:

***Health and Safety Inspections:*** Housing and Residence Life staff may conduct room inspections. During this time, staff will check for maintenance concerns, cleanliness. Staff will open and inspect University owned property to ensure proper working order and cleanliness.

***Maintenance and Repair Work:*** If a repair is ongoing, unexpected, or incomplete, guests may follow up with the Housing and Residence Life office for updates. Life University maintenance or custodial staff may also enter if a problem in another space impacts a guest's space or vice versa. Any violations encountered will result in notification to the appropriate staff member or campus office.

***Emergency Conditions:*** A staff member may enter a resident's space during a facility, environmental, or weather-related event or disaster to make sure that all residents have vacated, and facilities are prepared.

***Occupancy Verification:*** A Housing and Residence Life staff member may enter residential spaces to confirm occupancy and vacancies.



## *Camps & Conferences Operating Guide 2024-2025*

**General Welfare:** Staff may enter a space in the interest of residents' health and well-being. Examples include investigating a missing student.

**Violations in Plain View:** If a Life University official or Housing and Residence Life staff member notices an illegal or prohibited item in plain sight within a residential space, a staff member may enter the space to confiscate the item(s). Confiscated items will be held by a university official. The item may or may not be given back with the understanding that if it is returned to the guest that it must leave Life University campus immediately. When entering a guest's room, a university representative wearing a name tag, badge or uniform will knock loudly, identify themselves, and ask to enter the room. In the absence of a response, the University official will knock again and indicate loudly that they are "keying in" or "entering" the room.

### *AMENITIES AND SERVICES*

**Internet Service:** The Commons Residence Hall offers high-speed wireless internet in every residence hall for all students who bring their personal computers to campus.

**Technology:** There are a variety of communal areas (e.g., lobbies, study rooms/lounges, and laundry rooms) intended for the use of the students living in residence halls. The use of these facilities is reserved for use by residence hall students and their guests. These policies and procedures are intended to provide guidelines for students and residence hall staff to follow in that regard.

#### ***Rules for Use of Residence Hall Technology:***

- Displaying obscene or sexually explicit images, inappropriate jokes, or bullying material is not permitted.
- Downloading of inappropriate material is not permitted.
- Apple TVs are not to be used to store photos, video, music, audio files, etc. of a personal nature.

**Laundry:** All guests have easy access to laundry facilities. Laundry facilities are located on each floor of The Commons. Do not overload the machines. Overloaded machines will not clean clothes properly and may damage the machines. There must be at least three inches between the clothes and the top of the machines. Guests may be held financially responsible for damage to machines that are overloaded. Overloading machines, as well as failing to clean lint traps, can lead to fire and damage to clothing.

### *OCCUPANCY*

**Check-In:** All guests will be checked in and provide with the following:

- Camps & Conferences key card that will give you access to the building and room you are residing in. This key card also has the capability to have dining dollars loaded if requested.



## *Camps & Conferences Operating Guide 2024-2025*

- Clean linen which includes 1 fitted sheet, 1 flat sheet, pillow, 1 drying towel, 1 face towel, 1 blanket. *Additional linens are available per request.*

**Check-Out:** All guest is required to complete the following at the time of check-out:

- Remove all soiled linen and place linen in baskets that are located near the elevators.
- Return all key cards. Key cards that are not returned will incur a \$25.00 fee.
- All rooms have been assessed before arrival. The room will be assessed for damage. If damage has been found, the group(s) will be financially responsible for applicable fees.

### **TRASH**

All guests must dispose of all trash in the dumpsters located outside of the Residence Hall. Guests that fail to do so will be held financially responsible for the cost of Facilities Management/Custodial.

### **SAFETY, SECURITY, AND EMERGENCY PROCEDURES**

You play a huge role when it comes to security. The Office of Housing and Residence Life main concern is the personal security of our residents and guest. We motivate you to assist us in making this a safe community. Easy reminders, such as locking your door/apartment when you exit and while you are sleeping. It is important that you always always keep track of your camps & conferences card. At Life University, we recommend that you walk in well lite areas on-campus. The Office of Housing and Residence Life keeps all building doors closed and always locked. This provides an additional level of security. Do not give anyone your keys or access ID cards and do not prop any doors/windows.

### **MEDICAL EMERGENCY**

In the event of a medical emergency where a person's life may be in immediate danger, call 911 and request an ambulance.

### **SECURITY ESCORT**

If for any reason you feel unsafe walking around campus at night, we encourage you to contact our Campus Safety Officers, who will provide you with an escort to your car or to any of the buildings on campus. To contact Campus Safety, simply call them on (770) 426-2681 and tell the officer on duty your name and location and when you would like a security escort.



## *Camps & Conferences Operating Guide 2024-2025*

### *COMMUNITY SAFETY PRECAUTIONS*

While we are dedicated to creating a safe environment, crime can occur. It is important to remember that our communities are only as safe as we make them. The following precautions should be taken to help protect you against crime:

- Lock your room/apartment door when you are home. Ask who is at the door before opening the door or granting entry.
- Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of always locking the door.
- Do not prop exterior doors.
- Keep your keys and Student ID Card in your possession at all times. Do not loan your keys or Student ID Card to anyone for any reason.
- Avoid walking alone, when possible, especially at night.
- Report any suspicious activity to Campus Safety immediately.
- Let your roommate or friends know where you are going and when you will be returning.

### *DEPARTMENT AND CAMPUS SAFETY*

Housing and Residence Life works together with Life University’s Department of Campus Safety. Law enforcement officers and security officers respond to emergencies and reported crimes while serving as a visible and available presence within our communities 24 hours a day, seven days a week, and 365 days a year.

### *DOORS*

All doors should remain closed and locked when not in use, including entry doors into buildings, room/apartment doors, and emergency doors. This is a precaution to ensure only those with approved access enter our facilities.

### *DOOR PROPPING/ TAILGATING*

Propping doors and tailgating are prohibited. Tailgating is the term used when someone allows an individual to enter a building or space without using a key or access ID Card this most often occurs while residents are entering or exiting a building or space and the door is held open for someone following. The security of our communities is undermined when people are allowed to tailgate into a building, especially if you do not know them and/or they are not residents of the community.



## *Camps & Conferences Operating Guide 2024-2025*

### *FIRE SAFETY EQUIPMENT*

Safety devices may not be tampered with in any way or disabled. Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges. Fire equipment includes fire rated doors, fire extinguishers, sprinkler heads, exit signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation route signage, and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.

### *FIRE EVACUATION*

All facility alarms should be treated with responsible and urgent action. If you hear an alarm, you should gather your keys and Access ID Card and exit the building immediately! Residents and Guest must obey the direction of all LIFE staff in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building by Fire Safety staff or University personnel when the threat has been cleared.

### *FIRE EMERGENCY PROCEDURE*

- Upon sounds of alarm or notification of evacuation immediately exit your room/apartment and proceed to nearest exit or stairwell leading to nearest exit. Do not use the elevator.
- If you suspect a fire is in the hallway, do not open your door. If the door is hot or smoke is entering under the door immediately place material under the cracks of the door (damp if possible).
- If there is smoke in the hallway, please cover your nose and breathe lightly through it.
- Remain as low to the ground as possible, do not stand straight up. Go to your window and check to see if you can see smoke or flames. If not, you can open your window for fresh air.
- If you are trapped inside of your room/apartment hanging something on the outside of your window to notify emergency personnel, you are inside. If able call 911 and notify them of your location (residence hall name and room number).
- Do not attempt to handle emergency situations on your own.
- When exiting your room/apartment do not stop to dress but grab shoes and exit immediately. Upon leaving, turn on the light and close the door. Do not forget your key.
- Should you get trapped in the situation take action to make yourself safe by any means necessary.
- Once outside of the building proceed to the area designated as a safe area and more information will be made available as soon as possible by Housing and Residence Life staff or University personnel.



## *Camps & Conferences Operating Guide 2024-2025*

### *MISSION STUDENT POLICY*

A student/guest may be considered missing if they are reported absent from the University for more than 24 hours without any known reason, the absence is contrary to the student's/ guest usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Life University Department of Campus Safety which, with Student Affairs and Housing and Residence Life (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.

### *PERSONAL EVACUATION PLAN*

In the event of a facility, environmental, or weather-related event or disaster that results in a university closure, students will need to make use of their personal evacuation plan. Most students/ guests travel on their own or with friends and roommates to a designated relative or friend's home out of the area. Personal evacuation plans can be updated throughout the year; students should discuss potential rides and sheltering options with other students who need transportation. The University will provide as much notice as possible so that students can plan and provide for their own safety and welfare, it is important to plan.

### *SEVERE WEATHER*

When thunderstorms, tornadoes, or other severe weather is in the area, residents should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Residents should use the stairways, not elevators, as severe weather often is accompanied by power outages.

### *TORNADO PROCEDURES*

If a tornado warning is issued, it is important for you to move from your room or apartment to a place of greater safety. Please vacate the top floor of halls and apartments and move away from any windows or glass. The following locations are designated tornado shelter locations on campus:

- The Commons - Bottom floor (in the hallway located next to the bathrooms in the lobby)

### *COMMON SPACE USAGE*

Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Access may be restricted to common spaces as a result of misuse and cost for cleaning/repair may be shared by members of the residential community.



## *Camps & Conferences Operating Guide 2024-2025*

### ***DAMAGE TO UNIVERSITY OF STUDENT PROPERTY***

Damage to facilities and/or property is prohibited (including University Housing facilities and property and the property of fellow residents/ guest) and may result in a fee applicable to the damages.

Residents are responsible for their room, suite, and/or apartment and all its furnishings, fixtures, and equipment within. Any damage or untidiness must be reported promptly and properly. Any materials (i.e., markers, paint, glitter, glue, fingernail polish, etc.) that are spilled or mark University Housing property (i.e., furniture, carpet, walls, etc.) that permanently alters or requires deep cleaning is also considered damage and will result in charges assessed to the responsible guest's final account. Any unreported damage discovered by staff during the stay, during a proper check-out or following an improper check-out will result in charges to your guest account.

### ***PROHIBITED ITEMS***

Housing and Residence Life reserves the right to determine if an item is disruptive to the community or presents a safety risk and may instruct a resident to remove an item from the residential facilities. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in residential facilities:

#### ***Alcohol and Other Drugs in Housing Communities***

All University Housing facilities and their residents are required to be in compliance with state and local laws regarding alcoholic beverages. All federal, state, and local laws regarding illegal drugs will be strictly enforced. Alcohol is allowed in the following building if the students are at least 21 years old.

### ***ANIMALS***

The presence of animals, including birds, cats, dogs, reptiles or other animals in any part of University Housing is NOT permitted. Animals belonging to guests and family members are prohibited from visiting the residential facilities. The Resident/ Guest will be responsible for all costs associated with the possession and removal of the animal (i.e., damaged furniture, cleaning fees, pest control, etc.). The resident will be charged a \$500 fine for unauthorized pets. Residents/ Guest is restricted from feeding or leaving food outside the buildings for animals.

### ***SMOKING/ TOBACCO***

Life University is a tobacco-free and vape-free campus and prohibits smoking in all campus buildings including all residential facilities. The Tobacco-Free Policy prohibits the use of all forms of tobacco and smoke-related products. Smoking is prohibited in all residential facilities spaces and/or common areas. Appropriate charges will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.





## *Camps & Conferences Operating Guide 2024-2025*

### QUIET HOURS/ COURTESY HOURS

To maintain an environment conducive to study and sleep, residents/ guests are responsible for turning down sound systems or discontinuing noisy activity immediately if requested by others to do so. Please remember other residents may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Noise heard two doors away in The Commons or from outside one's room door will generally be understood to be a violation of quiet hours. Furthermore, car stereo volume and general noise exterior to the building may have a negative impact on interior residential environments.

Quiet hours are as follows:

- Sunday to Thursday: 10:00 p.m. to 9:00 a.m.
- Friday and Saturday: 12:00 a.m. to 10:00 a.m. Courtesy hours are in effect 24 hours a day.

### *WEAPONS, PROJECTILES, AMMUNITION AND EXPLOSIVES*

Life University is a weapon-free campus. Housing and Residence Life strictly prohibits the use, possession, and storage of weapons of any kind in the residential facilities. Weapons include but are not limited to firearms, simulated firearms, BB guns, pellet guns, water guns, dangerous chemicals, any explosive device (including fireworks), ammunition, nun chucks, brass knuckles, butterfly knives, slingshots, swords, knives with a blade larger than 3 inches, paintball guns/ equipment, bows and arrows, darts, and other materials that can be used to intimidate, threaten or endanger others are prohibited on campus. Possession of a weapon may subject you to removal from the residence halls/apartments as well as the University.

### *DINING HALL*

Lyceum Dining is located on the first floor of The Commons Residence Hall. Lyceum Dining Hall offers a la carte food items. We offer a homestyle option, freshly cooked burgers, delicious salads, and selective gluten free items. Fresh fruit, yogurt, and whole fruit is offered daily. The hours are as followed, Monday through Friday 6:30a -10p Saturday and Sunday 7a -8p.

**Breakfast:** 6:30a -10:00a

**Lunch:** 10:30am -2:00p

**Dinner:** 4:00p -8p

**Late Night :**8p- 10p (Only offers grill options) *NOT AVAILABLE DURING SUMMER*