



## UNIVERSITY HOUSING POLICIES FOR CONFERENCE GUESTS

Listed below in alphabetical order are several of the key areas regarding the University Housing guest policies. If you have questions, please contact the Housing Conference Services Office at 608-262-5576 or [conferenceservices@housing.wisc.edu](mailto:conferenceservices@housing.wisc.edu).

### **Air Conditioners**

- Air conditioners are provided in all residence hall rooms. Chadbourne, Dejope, Leopold, Ogg, Phillips, Smith and Witte Halls have central air conditioning.
- Removing or tampering with air conditioners is prohibited.
- Any problems with air conditioners or their seal in the window should be reported to the residence hall desk as soon as possible.

### **Alcohol**

- Only conference guests who are 21 years of age or older may consume or possess alcohol.
- Alcoholic beverages may not be carried to any event on University Housing property except at scheduled private functions located in individual rooms, dens, or party rooms.
- Private functions must be scheduled with and approved by the Director of Conference Services.
- Hospitality rooms are permitted, providing access is limited to registered conference participants who are of legal drinking age.
- Food or snacks and non-alcoholic beverages must be provided in amounts appropriate to the number of people attending the event or using the hospitality room.
- The sponsor will be responsible for ensuring that all state laws and University and University Housing policies are observed by everyone in attendance.
- Individual conference programs may set more restrictive guidelines for their participants.
- Alcohol may be provided by University Housing staff at approved Housing catered events and no carry-ins are allowed at such events.
- Sale of alcoholic beverages by conference groups is prohibited.
- For more information, please read the [Alcohol Policies at UW-Madison](#) and the [UW-Madison Alcohol Beverage Regulations](#).

### **Appliances**

- Food preparation in an extensive and/or ongoing manner is not permitted in resident rooms as a matter of safety and sanitation. Kitchens and kitchenettes are available in each residence hall for this purpose.

- Appliances with open coils or exposed heating elements are prohibited. These include, but are not limited to: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, George Foreman grills, cup-type immersion heating coils, space heaters and other appliances with open coils or exposed heating elements.
- Gas/propane powered appliances and charcoal cooking appliances are prohibited.
- Appliances should not be operated in closets or other closed areas or close to flammable items.
- Some appliances are provided in residence hall kitchens (see Kitchens section).
- One microwave per room is permitted and we recommend low wattage.
- Other acceptable electronic devices include computers, televisions, cell phones, DVD players, mp3 players and alarm clocks.

### **Arrangement of Room**

- Furniture must be placed in a manner that allows the room door to open without obstruction.
- We appreciate guests keeping beds in the original set-up, including keeping beds unlofted.
- All furniture should be returned to its original configuration prior to the guest's departure.

### **Assault**

- Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening.
- If an assault occurs, University Police should be called at 264-COPS.
- If you witness an assault, please call 911 immediately.

### **Bathrooms**

- Bathrooms may be designated as single, mixed-gender, or gender neutral/gender-inclusive facilities.
- Individuals should use bathrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or utilize bathrooms that are designated gender neutral/gender-inclusive.
- We cannot guarantee that staff assigned to clean the bathrooms are the same gender as guests assigned to the specific floors. Every attempt is made to not inconvenience groups from use of their common bathrooms during prime times.

### **Bicycles**

- Bicycles parked outside must be parked in bicycle racks. They may not be attached to trees, signs, rails, etc.
- Bicycle storage is allowed in resident rooms, provided all roommates agree.
- Take all the appropriate safety precautions to safeguard your bicycle. Thefts of bicycles do occur in Madison, so take all the appropriate safety precautions to safeguard your bicycle. A U-lock is recommended.

### **Cable Outlets**

- Each guest room is wired for cable television. Should you choose to bring your own television and coaxial cable, cable television service is available at no additional charge.
- Televisions are provided in most common area lounges with cable service.
- For specific instructions regarding cable television service connections, please see our [WiFi & Cable TV Guide](#).

### **Campus Reporting Policy**

- While you are living within University Housing, we want to ensure that we can best support you and your program. In order to provide prompt and appropriate support, all sponsors, counselors, program leaders and adult guests must immediately notify professional Housing staff (608-225-7118), or the University of Wisconsin – Madison Police Department (UWPD) (608-264-2677) of all crimes, misconduct, sexual harassment, sexual assault, stalking or dating/domestic violence that occur or reportedly occur in University Housing. Please understand that University Housing staff and the University of Wisconsin-Madison Police Department are not confidential resources and may have an obligation to report to other professionals at the University. UW-Madison is obligated to notify the campus community of crimes that present an ongoing threat, so reporting immediately is important.

### **Candles**

- Burning candles in residence halls, including guest rooms and public spaces, is prohibited.

### **Common Area Space**

- Common area meeting space is reserved through the Conference Services Office by each group sponsor/director.
- Hallways, lobbies, and lounges should not be used for the storage of personal items.
- Sleeping in common area space is prohibited.
- Housing-provided furniture in lounges may not be removed by guests.

### **Computer Services**

- Each guest room is equipped with Wi-Fi and in-room network access via a wired 100 Mbps Ethernet connection. If you bring your own computer and Ethernet cable, you will have Internet and digital television access at no additional charge. Access to the Internet can be restricted upon request by the program director and approval by Conference Services.
- For specific instructions regarding internet and digital television service connections, please see our Conference Services [WiFi & Cable TV Guide](#).
- Ethernet cables are provided at the hall desks in Chadbourne, Ogg and Smith Hall.
- Program coordinators may reserve additional tech center hours in a variety of locations.

### **Desks**

- Residence hall desks are staffed by University Housing employees for your convenience. They are a resource for each conference group.

- Services provided by the desk staff include:
  - Distribution of U.S. mail and special delivery items.
  - Coordination of lost and found during your conference.
  - Checking-out recreational equipment, alarm clocks, irons and ironing boards.
  - Communicating any maintenance needs.
  - Collecting guest/participant comments.
  - Arranging taxi rides.

### **Dietary Needs**

- Menus are generally broad enough to accommodate most special diets. Please notify Conference Services at least six weeks ahead for special dietary needs.
- Meatless entrees are included in the daily menu. We serve a wide array of vegetables, fruits, salads and other non-meat items every day.
- Our Dining and Culinary Services staff is able to work with most special dietary needs. Please notify your program director prior to your arrival if you have specific dietary concerns, so we may plan accordingly.
- Please visit our dining website for more information about nutrition and allergens: <https://www.housing.wisc.edu/dining/nutrition/>

### **Doors**

- Doors meant to be locked and/or closed may not be propped open.
- Exterior doors will be locked at designated times for your safety.
- Guest room doors should be locked at all times.
- Door alarms are activated and monitored.

### **Drugs**

- The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana, in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The possession of paraphernalia that is specific and unique to illegal drug use is prohibited.
- The misuse of prescription medication, including, but not limited to, sales and distribution, is prohibited. The misuse of over-the-counter medication is also prohibited.
- The possession, use or intent to deliver narcotics or dangerous drugs, including marijuana, in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The possession of paraphernalia that is specific and unique to drug use, such as bongs and pipes, in the residence halls or on grounds adjacent to the residence halls is prohibited.
- The misuse of prescription and over-the-counter medications, including, but not limited to, sales and distribution, in the residence halls or on grounds adjacent to the residence halls is prohibited.

## **Elevators**

Tampering with elevators is not permitted. This includes, but is not limited to:

- Tampering with the control panels/key access.
- Forcing elevator doors open or preventing them from closing.
- Cramming too many people or items into the elevator.
- Tampering with the alarm system.
- Engaging in behavior which damages the proper functioning of the elevators, including dumping water or other liquids in an elevator.

In the event of an elevator malfunction when you are in it, ring the emergency bell and wait for assistance.

## **E-mail**

- Use of electronic mail (e-mail) must be consistent with University policies, as well as State and Federal laws.
- Persons may not:
  - Obtain or attempt to obtain unauthorized access to computer accounts, software, files or other University resources.
  - Alter or intentionally damage or disrupt University computers or networks in any way.
  - Use University resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department.
  - Distribute copies in violation of copyright laws.

## **Evacuation**

- Building evacuation is required when the fire alarm is sounding. Residents should exit the building and move as far away as possible for their own safety and to allow those responding to the alarm access to the building.
- Do not attempt to use elevators during a fire alarm.
- Youth programs should have a designated meeting place outside the building in the event of a fire alarm to be able to account for all program participants.

## **Fire Equipment**

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing a fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Setting false alarms.
- Tampering with the covers on fire alarm pull stations.
- Tampering with common area and room sprinkler systems.
- Tampering with exit signs.
- Activating an alarm absent an emergency situation.

- Interfering with fire fighters or equipment designed to prevent or respond to fires is prohibited.

### **Fireworks**

- Possession and/or use of firecrackers and/or fireworks is prohibited. Violations of this rule include, but are not limited to discharging, or in any way attempting to discharge, any type of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a residence hall.

### **Furniture**

- Furniture may not be removed from the guest rooms.
- All furniture should be returned to its original configuration prior to the guest's departure.
- Furniture may not be removed from common area lounges.

### **Harassment:**

- “Harassment” is defined as verbal threats, intimidation, or conduct which: tend to cause or incite a breach of the peace; or are severe or pervasive enough to substantially interfere with a reasonable student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the ideas’ nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined. Behaviors and actions exhibited via electronic media including email, text messaging or social networking websites (e.g. Facebook or Twitter) may be in violation of the harassment policy or fit the definition of a bias incident. Behavior which demeans, intimidates, or threatens individuals based on age, ability, appearance, ethnicity, gender expression, group affiliation, HIV status, personal values, race, religious affiliation, sexual orientation, and size is not tolerated in University housing.

### **Hoverboards:**

- Given documented safety concerns regarding riding, storage, and charging of these devices, hoverboards will not be allowed in University Residence Halls until further notice.

### **Identification**

- Participants in campus programs should have some form of identification (ID card, name badge, etc.) for accessing campus facilities during their program.

### **Illness and Injury**

- Should emergency medical assistance be needed, call 911 from any campus phone.
- Individual programs will have specific protocols for illness and injury of a less serious nature.
- Completion of an incident report should take place at the residence hall desk for any illness or injury while staying or dining with University Housing.

### **Keys/E-keys**

- Keys are to be in the possession of and only used by the guest to whom they were issued.
- University keys may not be duplicated or altered.
- Guests should be able to show room keys upon request.
- Guests may not lend or give their key to someone else.

### **Kitchens**

- Kitchens/kitchenettes are available for guest use. Cleaning supplies are provided for residents to use to keep the kitchen clean. All items in the refrigerator should be clearly labeled with guest name, room number and food expiration date. In some instances, the kitchen is locked and guests will need to go to the Hall's desk and check out the key.
- The following posted guidelines are in each kitchen to help residents keep the kitchens clean.
  - Wipe down all surfaces (including the inside of the microwave).
  - Remove food from sink.
  - Sweep the floor.

### **Laundry Facilities**

- Laundry rooms are located in the lower level or other common areas of the residence halls. In the smaller residence halls such as Kronshage, Adams, and Tripp, laundry rooms are located centrally to serve a number of houses. Laundry facilities are for use by residential guests only.
- High efficiency soap is recommended for University Housing washing machines. Laundry soap is available for purchase at the Flamingo Run in Gordon Dining & Event Center and in Dejope Hall.
- Washer and dryer usage are complimentary to University Housing guests.

### **Linen/Housekeeping Service**

- All guests will have standard linen provided. This includes sheets, blanket, pillow and pillow cases. Most youth groups will need to provide their own towels, washcloths and soap unless the program director has chosen to provide these amenities.
- Youth programs will not have in-room daily housekeeping service unless that option has been selected by the program director.
- Most adult programs will have full linen including towels, washcloths and soap.
- Most adult programs will have Monday-Saturday housekeeping service (beds made, clean towels/washcloths, floors cleaned, trash emptied), unless the program director has not chosen this option. Bathrooms and common areas are cleaned daily.

### **Locking Schedules**

- Most residence halls entrances are locked 24-hours after check-in.
- All residence halls are locked at specific times. The schedule for locking is chosen by the program director in consultation with the Conference Services staff.
- Adult chaperones will have 24-hour access for youth programs.
- Adult programs will have e-key access to residence hall exterior doors 24-hours per day.
- After-hour check-ins may call the hall desk or posted phone number for assistance.

### **Locking Your Room**

- For your safety and the security of your belongings, room doors should be locked at all times.
- If at any time you find yourself locked out of your room, contact the residence hall desk or the program staff.

### **Lost and Found**

- Lost items considered valuable should be reported to University Police.
- Items found in the University Housing facilities will be held for 90 days after summer group/camp housing ends.
- To inquire about lost items, contact the Conference Services Office within 90 days of your program. Items not claimed within 90 days will be disposed of per University Housing policy.

### **Mail**

- All mail that is received for residential conference guests will be placed in mailboxes near the residence hall desk unless otherwise designated by the program staff.
  - Packages that do not fit in mailboxes will be logged as a package for the guest at the residence hall desk. The guest may pick up the package, during desk hours, by providing a photo ID. Youth guests without photo ID should be verified by a counselor.
- To help prevent returned mail, each piece of mail should include the recipient's name, the residence hall name, and the conference or group name.
- Programs should alert Conference Services about any deliveries that are scheduled prior to the start of the residential programs. If rosters are not available, items may be returned to sender.
- Packages and envelopes with misaddressed or unrecognizable addresses that cannot be delivered will be returned.

### **Maintenance**

- Report any maintenance needs to the staff at the residence hall desk. Repairs will be done as soon as possible.

### **Medical**

- For life-threatening emergencies, contact 911.
- Visitors and summer program guests should have their own health insurance.

### **Messages**

- Messages for guests should be left with the residence hall desk staff to place in the guest's mailbox.

### **Microwaves**

- Microwaves are provided in common residence hall kitchens.
- Guests are responsible for bringing their own cooking equipment, utensils and food/beverage products.



**Movies**

- Movies can be shown in floor lounges and common areas for residential guests.
- No admission may be charged to view movies.
- Showing of x-rated or pornographic movies is prohibited.

**Noise**

- Regardless of the time of day, it is your responsibility to ensure that noise from you, your room and your guests does not infringe on the living environment of other summer program guests. Due to the widespread impact, yelling and/or playing music out of windows is prohibited.

**Parking**

- Residence halls do not provide parking. Please arrange any parking needs prior to your arrival on campus by contacting either your program's director or the Transportation Services Office at 608-262-8683.

**Personal Property**

- The University of Wisconsin-Madison assumes no responsibility for any personal belongings.
- Rooms should be secured/locked throughout your stay and checked thoroughly before departure.
- Each dresser in the guest rooms has a lockable drawer. Please bring a small padlock if you would like to make use of this feature.

**Pets**

- Service animals are permitted in our facilities if documentation is provided prior to arrival, showing that the animal is necessary. A detailed description of the type of services the animal will provide should be included. Service animals must be supervised at all times.
- The only other pets allowed in the residence halls will be fish in a 20-gallon or smaller tank. Unauthorized pets shall be removed from resident rooms.

**Police**

- The campus is patrolled day and night by University Police in cars, on bicycles and on foot. Officers frequently visit the residence halls.
- If you need to reach an officer in the event of an emergency and/or to report a crime in progress, call 911.
- If you need an officer and it is not an emergency, call 608-264-2677 (608-264-COPS).

**Pranks**

- Pranks which damage property, violate other policies or put anyone in danger are prohibited and will be treated seriously. Any damages caused by pranks will be charged to the summer program which may in turn bill the individual for the damage.

### **Publication of Rates and Services**

- Any written/published information representing, in any way, our rates, services and facilities must be reviewed and approved by our Conference Services office prior to being printed and distributed.

### **Recycling**

- This is a recycling campus. Please separate recyclable materials from trash in guest rooms and common area receptacles.
- Items that should be recycled include: clear, green and brown glass; aluminum cans; some plastic bottles; newspaper; corrugated cardboard; office paper and tin cans.
- Conference Services incorporates principles of sustainability in summer guest programs and offers eco-friendly tips.

### **Refrigerators**

- A small refrigerator is provided in each guest room.
- Most residence hall kitchens have refrigerators for shared short-term use.
- Guests are not allowed to remove refrigerators from the guest room or kitchen areas.

### **Refunds**

- For summer guests registering online, refunds are available prior to cancellation deadline and include a processing fee. Package rates are not prorated.
- Any refunds for extenuating circumstances are at the discretion of the Director of Conference Services. A processing fee of at least \$35.00 will be charged.

### **Repairs**

- Please contact the residence hall desk for anything that needs repairs. Repairs will be done as soon as possible.
- If a residence hall desk is closed and the repair is an urgent need (broken windows, locks, etc.), please contact the University Police non-emergency line at 608-264-2677 (608-264-COPS) and they will contact appropriate maintenance staff or the desk services team.

### **Room Assignments**

- Only approved University Housing guests attending a conference or program are permitted to stay in their assigned room. Visitors are not permitted to stay overnight.
- Changing rooms is only permitted by working with the hall desk and may require conference or program approval.

### **Safety & Security**

- Interfering with the security system is prohibited. Violations include but are not limited to:
  - Tampering with locks in guest rooms and other areas.
  - Propping open doors that are meant to be locked and/or closed.
  - Jamming a door open to prevent it from opening or closing.
  - Tying doors open or shut.

- Taping open locks on doors.
  - Altering or duplicating University keys/e-keys.
  - Tampering with security cameras.
  - Security cameras are in operation in many of our entrances and stairwells.
- Guest Safety Tips:
    - Do not open your room door to anyone you do not know.
    - University Housing and contracted employees should be wearing name badges.
    - Use the main entrance to come and go in your hall.
    - Close and lock your guest room door at all times.
    - Report all lost and found items to the hall desk immediately.
    - When outdoors, travel with a group and remain attentive.
    - Report any suspicious behavior or people to the hall desk.

**This is not intended to be a complete list of precautions.**

### **Screens**

- Window screens must be kept on the windows, in their proper location, at all times.

### **Smoke Detectors**

- Smoke detectors must be plugged in at all times.
- Tampering with smoke detectors is prohibited.

### **Smoking**

- Smoking is not permitted anywhere in the University Residence Halls, including common area spaces such as dens, hallways, and bathrooms as well as resident rooms.
- Smoking, including usage of e-cigarettes is not allowed within 25 feet of all University Residence Halls and Dining Service buildings under the University's smoke-free policy and state law.
- Use of e-cigarettes is not permitted in University Residence Halls.

### **Sports**

- Playing sports in residence hall common areas inside and/or using any type of bat, ball, stick or other object is not allowed.

### **Sustainability**

- Conference Services incorporates principles of sustainability in summer guest programs.
- Additional information is available at Eco-Friendly Tips.

### **Telephones**

- Landline telephones are located in some common areas. Some allow local dialing.
- Desk Services phones are for their business purposes, not for guests. We recommend that you bring your own cell phone and charger.

### **Tornado Warnings**

- When a tornado warning has been issued, the emergency sirens will sound a steady tone for three or more minutes.
- During a tornado warning you should:
  - Seek shelter at the lowest possible level away from glass windows, partitions, doors and outside walls.
  - Not use the elevator.
  - Remain in the shelter location until the all clear signal has been given.
  - Remain calm and do not obstruct emergency personnel.

### **Vandalism**

- Damaging, defacing and/or destroying University property or property belonging to another guest is prohibited.
- Damages caused by program participants/guests will be the responsibility of the program participant and sponsor. The Conference Services Office will charge for repairs, including but not limited to all supplies and labor.
- Please notify University Police and complete an incident report at the residence hall desk if you witness vandalism.

### **Weapons**

- The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon replicas) is prohibited. This includes, but is not limited to, guns, paint ball guns, pellet guns, BB guns, Airsoft BB guns, bows and arrows, ninja stars, knives and swords.
- The possession and/or use of firearm or other dangerous weapon parts or accessories is prohibited. This includes, but is not limited to, parts of any guns, ammunition, shells, shell casings, and plastic or metal pellets.
- Individuals may not display or portray as real any object that resembles a dangerous weapon.

### **Windows**

- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this policy include: throwing objects out of windows and throwing, dropping or disposing of liquid through the window.
- Removal of windows and screens is prohibited.
- Hanging items, such as birdfeeders, outside of your window is prohibited.
- Climbing out of a window onto the roof or window ledge is prohibited.

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