Summer Conference Requirements Checklist

The following is a checklist of all requirements for your group to be able to stay in Walker Hall (dormitory) and host your conference or training at Ranken Technical College. Use this checklist as a guide to make sure you have fulfilled all requirements for your conference group.

☐ Use of Dormitory Summer Conference Agreement
  o Agreement must be submitted at least 30 days prior to the event.
  Date submitted: ______________

☐ Security deposit payment
  o Security deposit payment is equal to 50% of the estimated group housing charges and is based on the number of guaranteed staff and participants per evening that the conference contact person fills in the calculation on the final page of the Use of Dormitory Summer Conference Agreement. The security deposit is due along with submission of the Use of Dormitory Summer Conference Agreement. Checks must be made payable to Ranken Technical College.
  Date submitted: ______________

☐ Request for Use of College Facilities form
  o This form must be submitted along with the Use of Dormitory Summer Conference Agreement and security deposit payment at least 30 days prior to the event.
  Date submitted: ______________

☐ Certificate of insurance
  o A certificate of liability insurance listing Ranken Technical College as additional insured must be submitted at least 15 days prior to the event.
  Date submitted: ______________

☐ Room Assignment Roster
  o This document will be emailed to the conference contact person once the Director of Residential Life receives a signed Use of Dormitory Summer Conference Agreement. The room assignment roster is due a minimum of 7 days prior to your arrival date.
  Date submitted: ______________

All documents, with the exception of checks used to pay for the security deposit, may be emailed, faxed, or mailed to the attention of the Director of Residential Life. Make sure you have copies of all records before submitting them to us. Here is our contact info:

Email: reslife@ranken.edu
Fax: (314) 371-0241
Mail: Director of Residential Life
     Ranken Technical College
     4431 Finney Avenue
     St. Louis, MO 63113
**Residential Life Use of Dormitory Summer Conference Agreement**

**This section is to be completed by the conference contact person**

<table>
<thead>
<tr>
<th>Name of Conference</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Conference Contact Person</td>
<td></td>
</tr>
<tr>
<td>Street Address for Billing</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Fax Number</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

What is the guaranteed total number of staff + participants for this conference?

<table>
<thead>
<tr>
<th>Total number of female staff who need housing</th>
<th>Total number of male staff who need housing</th>
</tr>
</thead>
</table>

What will be the ages of the conference participants (non-staff)?

<table>
<thead>
<tr>
<th>Total number of female participants (non-staff)</th>
<th>Total number of male participants (non-staff)</th>
</tr>
</thead>
</table>

Group arrival date at dorm

<table>
<thead>
<tr>
<th>Group arrival time at dorm</th>
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Group departure date from dorm

<table>
<thead>
<tr>
<th>Group departure time from dorm</th>
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</table>

Do you expect any early staff arrivals? □ Yes □ No

If yes, # of Male _______ # of Female _______

What dates do you anticipate they will be arriving?: __________________________________________________________

If your conference involves a departure from the dorm and then an additional arrival and departure at a later date for the exact same participants, please list those date and time details here:

<table>
<thead>
<tr>
<th>Will members from your group require access to the wireless internet in the dormitory? □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you answered yes, please provide the expected number of user accounts your group will require: ________</td>
</tr>
</tbody>
</table>

Would you like to reserve any of the following recreational areas inside and outside Walker Hall during your conference? □ Lounge with pool & ping pong tables □ Basketball court □ Sand volleyball court □ In-ground barbeque pits

If you selected any areas, please let the Director of Residential Life know what date(s) and time(s) you would like to reserve these areas when you arrive for your conference. Reservations are taken in hour blocks.

**TERMS & DETAILS**

**Completion of Room Assignment Roster**

Each group must provide the Director of Residential Life at Ranken Technical College with a completed room assignment roster including names of all conference participants, including staff, who plan on staying in the dormitory. The room assignment roster form will list all rooms that will be expected to be available for the group to use and will be based on the anticipated staff and participant information above. Co-ed room assignments are not allowed with the exception of immediate family members. It is the responsibility of the group to make room assignments using the room assignment roster which will be emailed to the conference contact person after receiving a signed copy of this agreement. The room assignment roster must be received by the Director of Residential Life a minimum of 7 days prior to the arrival date. If there are any changes to the room assignment roster after submitting it, the conference contact person must promptly email a revised version of the roster to the Director of Residential Life at reslife@ranken.edu.

**Dormitory Rooms**

Conference groups will be able to use our single units (2 beds in each unit), double units (2 separate bedrooms with 2 beds in each bedroom), 2-bedroom apartments (2 bedrooms with 2 beds in each bedroom), and 4-bedroom apartments (4 bedrooms
with one bed in each bedroom). Two individuals will be assigned to each bedroom with the exception of the 4-bedroom apartments. The majority of conference participants will be housed in double units, since we have more of those than any other room type. If space is available, small conference groups with adult-only participants may be assigned to their own bedroom. To see dorm room layouts, go to http://www.ranken.edu/sites/default/files/files/DormLayouts.jpg.

All of our dorm rooms have air-conditioning. Within every dorm bedroom, each conference participant will have access to a bed, desk, chair, chest of drawers, wardrobe or closet. Every dormitory unit has at least one bathroom. 4-bedroom apartments feature 2 bathrooms. There is no furniture in the living room areas in the 2-bedroom and 4-bedroom apartments. 4-bedroom kitchens do come equipped with a stove, microwave, sink and full-size refrigerator.

All conference groups agree not to move any dorm room furniture. If there is an issue with any furniture, it should be reported immediately to a residential life staff member. Staff offices are located on the first floor of Walker Hall.

Summer Conference Dormitory Rates
Our rate is $20 per person per night regardless of room type. Linens are not provided.

Linens & Toiletries
Conference staff and participants are responsible for bringing their own linens, including sheets, blankets, pillows, towels, as well as their own toiletries, with the exception of toilet paper which will be provided.

Deposit
A deposit is due along with a signed summer conference agreement equal to 50% of the estimated group housing charges. This cost is based on the number of guaranteed staff and participants per evening that the conference contact person fills in the calculation on the final page of this agreement. If the calculation is incorrect, the Director of Residential Life will contact the conference contact person and provide them with the correct deposit total amount. The deposit payment will be credited toward the final billing invoice.

Cancellation Fees & Refunds
If the conference is cancelled, the cancellation fees will be assessed as follows:

- Cancellation more than 3 months before scheduled conference start date - Full refund of deposit
- Cancellation over 1 month to 3 months before scheduled conference start date - 75% refund of deposit
- Cancellation over 2 weeks to 1 month before scheduled conference start date - 25% refund of deposit
- Cancellation less than 2 weeks before scheduled conference start date - No refund of deposit

Billing & Payment
An invoice for all housing expenses and service fees for conference and meeting rooms during a group’s conference will be mailed to the address provided on the summer conference agreement form. The deposit will be credited toward the final cost. Full payment is expected no later than 30 days after the date listed on the final invoice. If the balance is not paid within this time frame a $50 late fee will be assessed.

Check-in/Check-out Process
Residential Life staff can assist each group with check-in and check-out as long as it is scheduled during office hours (Monday-Friday from 8:00 a.m. to 4:00 p.m.). It is the responsibility of the group contact person to arrange check-in times for conference staff and participants in advance with the Director of Residential Life. It is also the responsibility of the group contact person to provide the Director of Residential Life with a room assignment roster a minimum of 7 days before the event. Since room keys will be issued to adult conference staff members only, conference staff members will be responsible for showing conference participants to their assigned dormitory rooms and unlocking their doors. If a check-in is required outside of residential life’s office hours, the group contact person must notify the Director of Residential Life of this at least 7 days in advance so residential life can make arrangements to have a staff member available to assist with check-in.

Facilities
Each conference group agrees that all the members of their group are under direct supervision of the group. All groups accept full responsibility for the conditions of all Walker Hall facilities, which includes all dormitory rooms, every area inside Walker Hall, the outside perimeter of Walker Hall, courtyard, and the outdoor recreational area located on the west side of Walker Hall. Each group understands that they will be held financially responsible for any damaged or missing pieces of furniture, equipment, walls or fixtures within the room or unit any of their members have been granted temporary stay in, as well as any damages to common area furniture, equipment, walls or fixtures inside and outside Walker Hall. Each group understands that all furniture and fixtures inside dormitory rooms should be left in the same order and location as upon check-in; furniture does not need to be moved. Each group understands that Ranken Technical College does not accept responsibility of loss or damage of anyone’s personal belongings. Each group understands that Ranken Technical College does not accept responsibility for any injury sustained to any of the group’s members during their stay. Each group accepts the fact that each group member is staying in the dorm and using all facilities inside and outside Walker Hall on their own free
will and that each group agrees to hold Ranken Technical College harmless of any and all occurrences that may take place during the group’s stay at Walker Hall.

Cleaning & Trash
Each group understands that they may be billed cleaning charges for causing equipment or surfaces in assigned dormitory rooms or any common areas inside Walker Hall to be dirty or for leaving trash in any of the rooms their group members have been granted temporary stay in. Any charges for cleaning will be assessed to each group’s final bill.

A trash bag will be provided in each assigned dormitory bedroom. All trash must be emptied into the bag and taken to one of the three available trash rooms located in Walker Hall. Inside each trash room is a rolling bin to place the bags. Each group member agrees to bag all trash and dispose of it in one of the trash bins prior to check-out. If a group requires additional trash bags, a conference leader must contact a residential life staff person to get more.

Keys & ID Cards
Room keys will be issued to adult conference staff members only. The only exception would be for conferences consisting of all adult participants, in which case all participants would receive a room key. For all other conferences, one master key will be issued to a male conference staff leader and another will be issued to a female conference staff leader. These individuals will be responsible for opening dormitory doors for participants. If a key is lost, a fee of $35 per lost key will be assessed to the final bill. If a key is lost that worked on multiple doors, an additional $25 per door charge to re-core the applicable door locks will also be assessed. All keys must be returned to a residential life staff member or the public safety dispatch desk in the Walker Hall lobby upon check-out.

Each conference group staff member and participant will be issued a Ranken visitor ID card upon check-in. These cards will not have card reader access. Each group member will be required to have their ID card visibly clipped on an outermost garment at all times while on campus to be identified as a visitor. The only time this would not be required would be when a conference staff or participant is inside their assigned dormitory room. All ID cards must be returned to a residential life staff member or the public safety dispatch desk in the Walker Hall lobby upon check-out. For any ID cards that are either lost or not returned, a $5 charge per card will be assessed to the final bill.

Building Access
The only way to enter and exit Walker Hall is through the north and south doors located in the center of the building. All other exterior doors are emergency exits only. Conference group members are prohibited from using emergency exit doors unless there is an actual emergency. The second set of doors at both front entrances/exits of Walker Hall lock up every evening at 7:00 p.m. The first set of doors at both front entrances/exits will be unlocked at all times. After 7:00 p.m. each evening, all conference group members trying to get back into Walker Hall can use the intercom system in the vestibules to announce themselves to the public safety dispatcher at the front desk.

There are 2 doors inside Walker Hall that lead to the residential areas. These doors are locked at all times. In order for conference group members to enter these doors, they will have to ask the public safety dispatch officer at the front desk to open the doors for them. The dispatch officer unlocks these doors by pressing a button at the front desk.

Parking
Conference group members may park in the Cook parking lot located on just south of Walker Hall. There is a gate at the entrance/exit of the lot that closes up each night at 11:00 p.m. In order to get through the gate after this time, a conference staff leader must make arrangements with public safety in advance. The Director and Assistant Director of Public Safety share an office on the first floor of Walker Hall. Public Safety’s phone number is 314-286-3300. Each conference staff member and participant who will have a vehicle in the parking lot for at least one night during their conference must receive a temporary parking tag at the public safety dispatch desk upon check-in.

Food Services
The Fresh Ideas Cafeteria located in the Finney Building is open during the summer for breakfast and lunch. If you are interested in purchasing meals for your group, please contact the Director of Food Services at 314-286-4816. Charges for food services will be billed separately to a designated conference contact person. These charges will not appear on the housing expense invoice.

Visitors
Conference group members are prohibited from having non-conference member visitors. Certain exceptions may be granted at the discretion of the Director of Residential Life only, as long as the director was made aware of such requests prior to the start of the conference.

Alcohol & Drugs Policy
Alcohol and drugs are prohibited on Ranken’s campus; therefore, alcohol, drugs, and associated paraphernalia cannot be brought into the dormitory.
Wireless Dormitory Internet Access
If conference group members plan on bringing laptops and wish to access the wireless internet in the dormitory, the conference contact person must indicate the number of group members who will require a user account on the summer agreement form. A list of user accounts created by Ranken’s Information Services Office will be provided to the conference contact person on check-in day. It will be the responsibility of a conference staff member to issue accounts to group members who need them. If the group contact person determines not all accounts issued will need to be used, they should contact the Director of Residential Life so the director can have Information Services deactivate the unused accounts.

Laundry
Walker Hall has a laundry room located on the second floor east wing. Washers and dryers are coin-operated and cost $1.25 per wash or dry.

Recreational Activity Reservations
Walker Hall features a lounge with a pool table and ping pong table, an outdoor full-court basketball court, sand volleyball court, and 2 in-ground barbeque pits. If you would like to reserve these spaces for your group to use, the conference contact person must indicate reservations for these activities on the conference agreement form.

Supervision
Conference group staff assumes complete responsibility for supervision of all conference participants from the time of arrival through departure. Any youth participants (under age 18) must have conference staff supervision in close proximity the entire time they are on campus. Each conference group whose participants are primarily youth must provide a minimum of 1 adult staff member for every 10 youth. The residential life staff is not responsible for providing any type of supervision for conference participants.

Emergency Procedures
On the back of each dormitory unit front door is a copy of Ranken’s Emergency Procedures Guide. Conference group staff members are responsible for instructing participants in evacuation and emergency procedures.

Residential Life Policies & Procedures
All conference group members will be expected to abide by all policies and procedures outlined in the Residential Life Handbook available at http://www.ranken.edu/student-life/walker-hall/policies-and-procedures. Failure to abide by these policies may result in the removal of conference staff and participants.

AGREEMENT OF TERMS, CONDITIONS & DEPOSIT
I, ___________________________, have read, understand, and agree to comply with the terms and conditions of this agreement as well as any other documents referenced in this agreement. I also agree to include the 50% deposit payment reflected in deposit total calculation below along with this signed summer conference agreement form.

| Night 1 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 2 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 3 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 4 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 5 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 6 guaranteed total # of staff & participants | x $20 per person | = $ ________ |
| Night 7 guaranteed total # of staff & participants | x $20 per person | = $ ________ |

ESTIMATED ROOM COST TOTAL = $__________ /2 = $ _______________

DEPOSIT PAYMENT METHOD
Payment type: □ Check  (checks must be made payable to Ranken Technical College) □ Credit Card
Check #: ______________ If you are submitting a check request, when do anticipate we will receive the check? ______________
Credit card type: __________ Credit card number: ________________ Name appearing on credit card: ________________
Credit card 3 digit security code: ___________ Expiration date: ______________

My signature below indicates my group’s acceptance of all terms and conditions of this agreement.
Signature: ____________________________ Date: ___________________