



University of Idaho

Conference Services

**CONFERENCE HOUSING
PLANNING GUIDE**

SUMMER 2021

HOUSING OPTIONS

Residence Hall	Room Type	Pricing* (Pricing is per person / per night)
Tower	Double	\$20.00
Tower	Single	\$25.00
Wallace	Double	\$20.50
Wallace	Single	\$25.50
LLC Single	Single	\$30.75

*Pricing does not include 6% sales & 2% bed tax on lodging facilities



Theophilus Tower

The Tower is perfect for large groups looking for a group atmosphere and features single gender floors and community bathrooms. Rooms each have a mini-fridge, microwave and XL twin beds. Beds have been placed on opposite sides of the room giving a nice open feel.



Wallace Residence Center

Wallace is perfect for large groups who are looking for more private accommodations. Each suite has a private bathroom shared by two rooms to house a total of four guests. Each room has a mini-fridge, microwave and XL twin bunk bed.



Living Learning Communities (LLC's)

Featuring private apartment style pods, the LLC's provide single rooms perfect for conferences looking to build up small teams. All pods feature a shared private bathroom, full size fridge, microwave and seating area. Beds are all XL twin mattresses.

Linen Services

Basic Linen Pack - \$20 per pack

- Includes pillow, pillowcase, flat sheets, blanket, towel and washcloth.
- All linens are in a bag on the bed upon arrival.
- New linen packs may be exchanged for an additional \$20/pack.
- Upon departure, guests may leave all linens in room to be picked up by Housing staff.

*Based on availability and subject to change

Deposit

To lock in your reservation a \$1000 deposit is due along with your signed Facility Use Agreement 30 days after you receive the agreement from Conference Services. If your total room and board cost is less than \$1000 then a deposit of 25% of your total room and board is due. Failure to submit your deposit along with your signed Facility Use Agreement may result in losing your space.

Deposits are non-refundable.

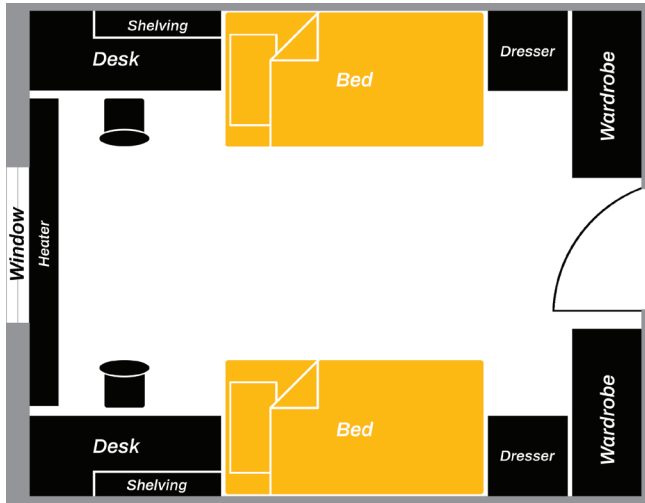


Additional Services

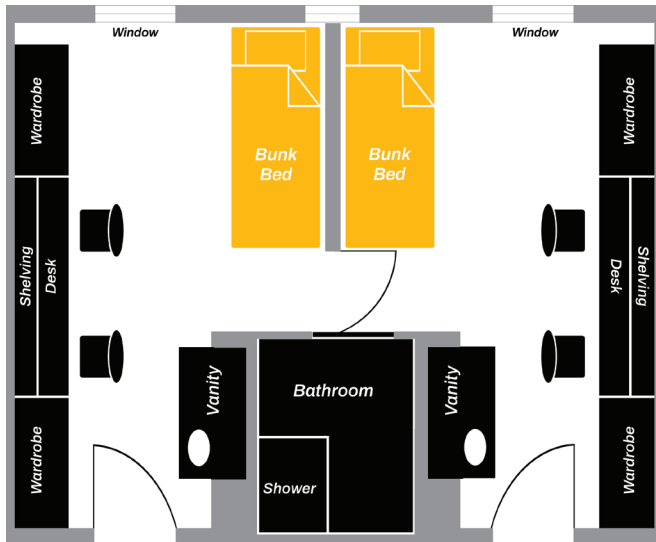
LLC Classrooms	Free	First come first serve (3 available)
Box Fan	Free	First come first serve (15 available)
Paper Copies	\$.50	Per Page. Limits may apply.
24" x 36" Poster Schedule	\$30	Per Poster. Limits may apply.

FLOOR PLANS

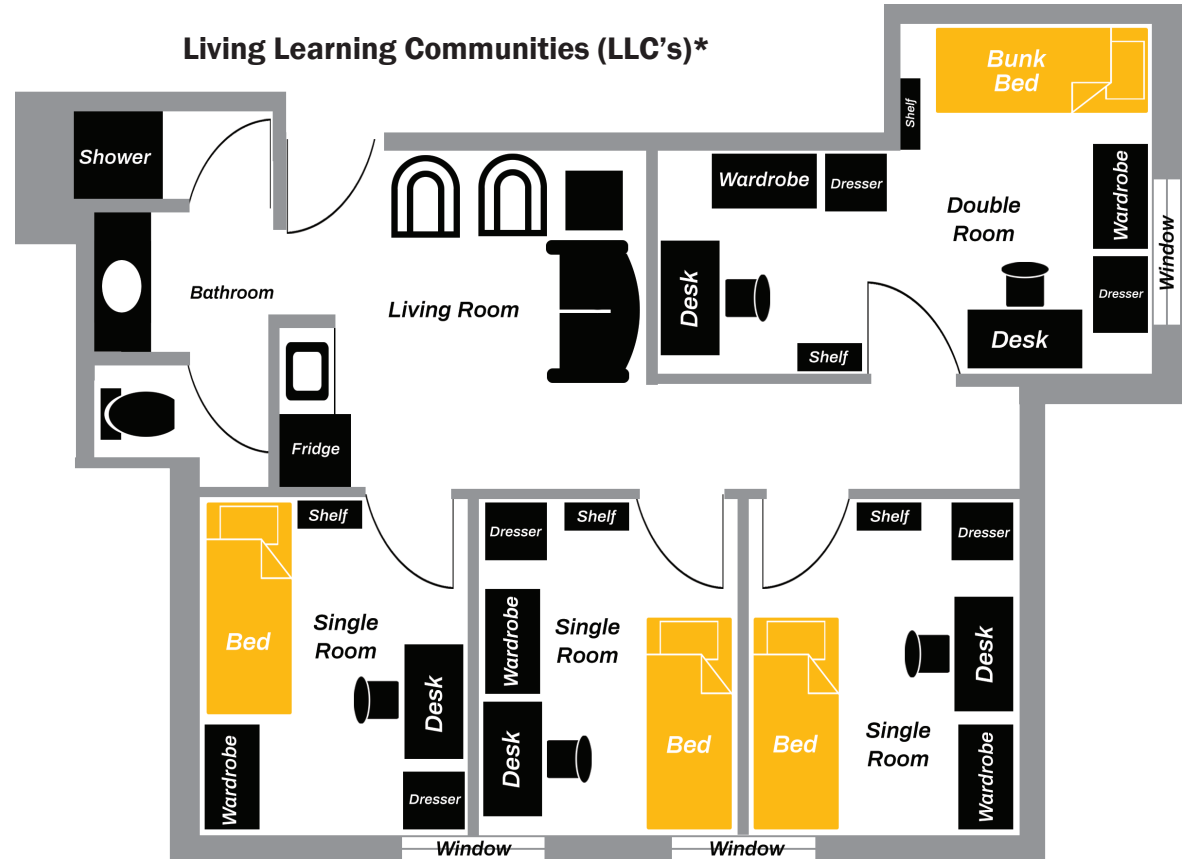
Theophilus Tower*



Wallace Residence Center*



Living Learning Communities (LLC's)*



*Typical room layout shown. Actual layout or configurations may vary.

DINING OPTIONS

Meal	Price Per Person
Daily Rate (Breakfast, Lunch, Dinner)	\$27.05
Breakfast	\$6.60
Lunch	\$9.20
Bag Lunch	\$9.00
Dinner	\$11.25
Catering	Pricing Varies

About our Dining Options

- Prices reflect our all-you-can-eat option at the Hub located in Wallave Residence Center.
- Work directly with Vandals Dining for any dietary, allergies or special needs.
- Groups must contact Vandals Dining for catering options and pricing at 208-885-2576.
- Additional options/needs are available upon request.

Dining Deadlines

The food guarantee form must be submitted no less than 14 days prior to your arrival. Failure to do so will result in us using the providing numbers in the Facility Use Agreement. This could result in higher dining charges.

Meal Times

Please connect with the Conference Team prior to arrival for a list of meal times.



SAFETY AND CONDUCT

Fire & Safety Policies

Fire and safety policies have been established to promote a safe living and learning environment. Violations of fire and safety policies greatly increases risk. Therefore, it is essential that all conference chaperones and staff assist in maintaining the highest possible safety standards. A fee of \$150.00 will be charged for each false alarm (alarms that are activated without the cause of fire).

When a fire alarm is sounded, it is mandatory that all occupants of building property evacuate the building. Guests that do not evacuate the building during a fire alarm may have their privilege of staying in Conference Services facilities terminated and are subject to a fine up to \$1,000.00 from the Moscow Fire Department.

To maintain safety and security of the building and its conference guests, exterior and interior doorways may not be propped open at any time.

Any fire or safety issues will be reported to your group leadership.

Participant Behavior

The University of Idaho expects that participants conduct themselves in an upstanding, professional, and appropriate manner. The guidelines are offered to ensure that all participants enjoy and benefit from their stay. Actions that jeopardize this right for others will not be tolerated. The University exercises the right to dismiss individuals or groups who violate the rules governing youth conferences.

Emergencies

Chaperones provided by your group are responsible for providing constant, competent supervision to your youth. Should an accident occur please call 911.

Injuries requiring medical services may be treated at the Gritman Medical Center Emergency Room, 700 South Main, (208) 882-4511 or Quickcare, located on the corner of Warbonnet and WA Street (behind Wal-Mart), (208)882-0540.

In the event of an emergency or injury you must alert your Conference Assistant by calling the on-call phone number provided during check-in. If necessary, appropriate incident reports will be completed. Please note: The injured party is responsible for all financial obligations incurred and for any subsequent treatment necessitated by the injury.



General Hall Rules

- No water balloons, water fights, hallway sports, etc. are allowed within the residence halls.
- Fireworks are not allowed on campus. Individuals in possession of fireworks will be dismissed from Conference Services facilities.
- Window screens may not be removed. Throwing objects out of the windows is strictly prohibited. This action will result in a fine and terminations of use of Housing & Residence Life facilities.
- Abusive language will not be tolerated.
- No alcohol, drugs, smoking or pets are allowed within the residence halls. These actions will result in removal from Conference Services facilities.
- Gambling of any kind is strictly prohibited.
- No weapons of any kind are allowed on campus.
- Do not rearrange or remove furniture from rooms or lounges.
- Place all litter in proper wastebaskets within rooms and suites, as well as outside the buildings. Dumpsters are located behind each building.
- Misuse of elevators is not permitted. Do not force elevator doors open. False emergency calls will result in a fine of \$150 per incident.
- Vandalism/Damage to any of the facilities or property will result in charges being added to your bill.
- Do not hang up decorations with Duct Tape. Use only Blue Painters Tape or 3M Command Strips to hang posters or signs for your group.
- Never hang posters inside elevators or on fire doors.
- Do not decorate more than 20% of a door or wall space for fire safety purposes.

IMPORTANT INFO

Office Hours

The Summer Conference Office is located in the Star Garnet Room in the LLCs behind the Information Desk. Office hours may vary each day. If there is an immediate need, please contact our on-call staff member at the number provided to you upon check-in.

Check-In/Out

Check-In and Outs process/location/times are planned in coordination with the Summer Conference Staff. The length of time designated for a group's check-in and check-out is based upon the guaranteed number of guests. Check-out must occur no later than 11:00 a.m. on the scheduled date of departure unless it is discussed with the conference assistants in advance. Additional fees may apply to late check-outs. Upon checking out, the Conference group must return all hard keys to the Summer Conference Staff and any missing keys will be noted at this time.

Keys and Meal Cards

Keys and meal cards will be given to group participants upon check-in. Once keys have been issued, the group is responsible for the full room and meal plan charges for the occupant for the duration of the guaranteed stay. There is a charge of \$75 for each lost or non-returned hard key. If a group has "no-shows," all remaining keys and cards must be returned to the Summer Conference Staff within one hour of the completed check in time. **Master keys will not be available to any conference due to safety concerns.** All keys must be returned during your check-out.

Abandoned Item

Conference Services is not responsible for items left in rooms or other areas by event attendees. However, to the extent practicable, all items left in rooms or public areas will be bagged by room number for guest pick-up. It will be the guest or event organizer's responsibility to return these items to their owners. Items not picked up within one week of the designated checkout date will be considered abandoned and be disposed of.

Billing, Tax and Insurance Information

Billing Information

Your final bill will be sent out within 30 days of your departure. Any discrepancies must be reported back within 15 days of receiving your final bill being sent. Payment is due within thirty (30) days after date of invoice.

Any amount not paid when due shall accrue a finance charge at a rate of ten percent (10%) per month of the outstanding balance.

Tax Information

Billing will include a 6% sales tax on all meals and a 6% & 2% bed tax on lodging facilities where applicable (Subject to change).

Tax exempt conferences must submit written documentation from the Idaho State Tax Commission (Form ST101) stating they are exempt from tax prior to arrival.

Insurance

All participants in Summer Conferences must be covered by accident insurance before participating in any event or program. All pertinent information, guidelines and necessary forms must be provided to the University at least one month prior to your group's arrival. Please contact the Office of Risk Management and Insurance at (208) 885-7177 or risk@uidaho.edu for more information.

Chaperone Requirements

All youth groups require a minimum chaperone ratio 1:10. A chaperone is also required for each floor if multiple floors are used. At least one chaperone should go through the residence hall before each activity to make sure all are perfect for each activity. Supervision is required anytime youth are in the residence halls.

Trading Rooms

For safety purposes, participants are not allowed to trade rooms after check-in. Should a need arise where you feel one or more of your participants need to change rooms, please contact the summer conference staff to assist with the changes as well as updating our system information.

Wing/Building Access

Wallace Residence Center wing doors will remain locked at all times and exterior doors are locked at 10 p.m. and will be unlocked by 7 a.m. All LLC and Tower exterior doors will remain locked at all times. Participants can use their key-card to access their building/wing.

Quiet Hours

Quiet hours are in effect between 11 p.m. and 7 a.m. Groups should be mindful of noise that could carry beyond their area. Participants are not permitted on residence hall floors other than those reserved for their group.

Lockouts

If a youth(s) gets locked out of their room, Summer Conference Staff are not able to let them into the building/room without a chaperone or staff member present. If unsupervised youth participants are found, we will contact a group leader to address the situation. Immediate response is expected from staff or chaperones to handle behaviors and actions that occur within a group that are deemed unsafe, disruptive, inappropriate, illegal, rude or destructive. Please visit our UI Protecting Minors website for additional information at uidaho.edu/dfa/administrative-operations/business-services/risk-management/protecting-minors

Additional Facility Usage

The summer conference staff can assist you in arranging meeting rooms, classrooms, fields, gyms, pools and/or other facilities you may need. Some facilities require user fees and we can discuss this in further detail if needed. University of Idaho groups can reserve their own meeting rooms and classrooms or work with Conference Services to plan your conference to meet all your needs. Some of our meeting facilities are equipped with audio-visual equipment. If your chosen meeting room does not come fully equipped, we can provide you with the appropriate equipment and technicians. A rental/labor/fees may apply.

Guy Wicks Field, sand volleyball courts, Shattuck Amphitheater and various tennis courts are available for private rental. Additional fees may apply. The Hamilton-Lowe Aquatic Center (208-882-7665) is also an excellent adventure with water slides, 25 yard lap pool and fun activities.

Campus Recreation

The Student Recreation Center features a large indoor climbing area, indoor soccer court, various exercise classes, weights and cardio machines. Day passes are available for \$8 per day. Limited to 18 years of age or older. Please contact 208-885-6381 for more information.

Parking

Parking is provided to guests free of charge in designated lots (See map). All other lots are limited to designated permit holders only. Parking in a non-designated lot may result in a ticket. Participants should not park in metered areas, reserved spaces, handicap spaces or on the campus walkway system. All conferences guests are required to comply with University parking regulations, as well as with city ordinances and state laws. Any tickets received must be paid or appealed within 15 calendar days at the University of Idaho Parking and Transportation Services Office, located at 1006 Railroad St. Moscow, ID 83843. Contact Parking and Transportation Services at (208)-885-6424, if you have any questions.

Sending or Receiving Mail

Mail can be picked up at the LLC Information desk. A valid photo ID is required to receive all mail. Outgoing mail must be pre-postage paid. Mail can be received using the following address:

First & Last Name
Conference/Group Name
901 Paradise Creek Street MSC #1000
Moscow, ID 83843

Damage and Cleaning Charges

Lost Key.....\$75.00/key

Un-Bussed Tables.....\$50-\$100/occurrence

Room Damages.....Cost of repair or replacement

Excessive Cleaning.....Based on number of hours required to clean
Includes but not limited to stains, food spills and garbage left in room or common areas.

Late Payment Fee.....10% of final bill

Have questions? Please contact Hagen Hunsaker at 208-885-2573 or conferences@uidaho.edu.



Conference Services
uidaho.edu/summerconferences
conferences@uidaho.edu
 208-885-2573