Welcome to Conference Housing. The information below summarizes the policies and procedures in place at Stony Brook University for underage minors housed in Stony Brook University’s residential facilities through our Conference Housing Program. Please review the information that follows and feel free to contact our Conference Housing Office if there are any questions about the information that follows.

Accommodations:
- Housing assignments will be made by the Conference Housing staff prior to the students’ arrival. Students may not exchange rooms or occupy a space other than the room assigned to them by the Conference Housing Office.

- Male and female students will be assigned rooms separated by gender specific wings & floors in the Residence Halls. Students are restricted from being on any floor or wing other than the one assigned without an accompanying Summer Conference Resident Assistant (RA).

- Residence Hall rooms are restricted to students during the day without being accompanied by a Conference Housing staff member. Residence Hall rooms are unavailable from Friday at 4:00pm until Sunday at 12:00pm unless the Program is a 7 day per week Conference or the resident is an out of state / out of area participant who is geographically unable to travel home for the weekends. Any non-weekend student found in the Residence Hall on weekends will immediately be dismissed from the program.

Housing Registration:
- Housing registration will occur in the College Office of the residence hall to which the student is assigned. The student must bring a photo id card (driver’s license, learner’s permit, school id card, etc) with them to the registration area.

- Parents/guardians are responsible for arranging transportation to and from the Stony Brook campus. Parents / Guardians must sign the student in at the residence hall each week and must sign the student out upon departure each weekend. Students will not be permitted to check in without a parent / guardian
being present nor will they be discharged unless the parent / guardian present themselves to the Conference Housing staff in the College Office. Students will not be discharged to parents in waiting cars

- Parents/guardians should plan to pick up the students each week (on the designated departure day) at the Residence Hall at 4:00pm, (later by prearranged special arrangements) and to drop the students off each Sunday between 12:00pm and 11:00pm.

- Parents/guardians may give written consent for students aged 16 or older to travel to and from the campus by the Long Island Railroad on Fridays, weekly. Students will be escorted to the train station by a Conference Housing staff member when leaving campus and must be met at the train by a Conference Housing staff member upon return to campus on Sundays. Conference Housing will support 2 trains weekly on Fridays (late afternoon / early evening) and two trains on Sunday (midday and early evening) only. Students leaving for the weekend by train must plan to travel on one of these trains.

**Supervision:**

- While in housing, students will be supervised by a full time Residence Hall Director, a professional staff member with a Masters Degree in Higher Education, Counseling or a similar area of concentration.

- The Residence Hall Director will be assisted by Stony Brook University students, serving as their Conference Assistants (CAs). CAs are chosen for their previous experience with such programs, their academic achievements, their ability to act as a role model, and their expressed desire to counsel young students. CAs are the designated authority figures while your child is at Stony Brook. It is expected that the students will treat them with respect.

- All Conference Housing staff has passed a Criminal Background check and a review of the NYS Sexual Offender Registry. Further, all staff are trained in First Aid, CPR and use of AED equipment.

- Students will be escorted between the residence halls and other areas of the campus by the Conference Assistant staff. Students are never to leave the residence hall without signing out and may not leave unless accompanied by a staff member. Students found outside the building without supervision will be dismissed from campus housing and sent home.

- Students may not leave campus for any reason during the week unless properly signed out of the residence hall and accompanied by their parent or guardian.
Medical Issues:

- All Conference Housing guests must complete a Medical History Form (including proof of immunizations) prior to being permitted to sign into housing.

- Parents / Guardians must complete a consent form to participate in Conference Housing activities which also authorizes medical treatment by trained professionals in the event of an illness or injury. (Note: Stony Brook University Hospital is located on the grounds of the University and is the primary treatment center for students who require medical care).

- There is a Medical Office located in one of the Conference Housing residence halls. The office is staffed 24/7 by Certified EMTs. There will always be two EMTs, one of each gender, on call at all times. The EMT staff is there to provide basic first aid and medical care. In the event the EMTs determine that more advanced medical treatment is required, they will contact University Police who will activate the Stony Brook Volunteer Ambulance Corps for transport to University Hospital.

- If a student is transported to the hospital, a Conference Housing professional staff member will call the parent / guardian at the contact number provided and will accompany the student to the hospital.

- Students may not possess medication in their residence hall room unless that medication is noted on the medical history form and the prescription is written in the name of the specific student. Medications (including Ibuprofen, Advil, over the counter allergy medicine, etc may not be shared with other Conference Housing residents.

- Should a student believe that they require a Disability Related Accommodation they are requested to complete “Residence Hall Room Adjustment Form” on the Disability Support Services homepage at http://www.studentaffairs.stonybrook.edu/dss/index.shtml

Curfew and Bed check:

- All residents of youth aged Conference Housing will have a nightly curfew and a bed check. Hours for each will be posted on the College Office door and communicated to residents at check in.

- Curfew Deadline: The resident must be back in the residence hall by the posted curfew deadline.
• Bed Check: The resident must be in their room for the night by the bed check deadline. The only acceptable reason to be out of a bedroom after bed check is to use the restroom facilities.

• Quiet hours begin at 10pm. After this time there should be no noise producing activity that can be heard from any bedroom into any other room or common area.

Vehicles:

• Students may *not* keep an automobile on campus at any time during the program, nor can students travel in a vehicle other than one owned and operated by a parent or legal guardian.

• There are campus busses and busses operated by the Suffolk County Transit Service. Youth Aged Conference residents are prohibited from riding on a campus or County bus, except in the case of an approved Disability Related Accommodation. In those instances, the student will be accompanied by a Conference Housing staff member.

• Periodically, supervised sponsored excursions may occur that require transport by bus or train. When these excursions occur, only participants with prior written consent of their parent / guardian will be permitted to participate. (Note: these excursions / activities will likely have a fee associated with them to cover the cost of transportation and appropriate staff supervision).

Appliances:

• The University prohibits students living in University housing from possessing any appliances or heat producing items in their room. This includes, but is not limited to, microwaves, toasters, hot plates, broiler ovens, coffee pots and popcorn poppers. Items found in student rooms will be removed by staff and stored until the student goes home. Repeat violations will result in dismissal from housing. Small refrigerators (less than 3.0 cubic feet) may be utilized in student rooms.

• Residents are prohibited from possessing or using air conditioners in their residence hall room. This includes both window and floor units. Residents are encouraged to bring small fans with them. (Room windows are double hung units and will accommodate a window style box fan).
• Rooms are equipped with overhead and desk lighting. Guests are welcome to bring an additional source of lighting if UL approved. However, halogen lamps are prohibited in all University residence halls.

• There are ample electrical outlets in every room. Residents can bring a power strip but it must have a surge protector built in. Extension cords are prohibited.

**Personal Safety and Responsibility for Others and the Community:**

The Conference Housing program, Stony Brook University, and the State of New York expressly prohibit the following. (Violation of any of these policies will result in immediate dismissal from the residence halls):

• Hazing, harassment or other intolerant behavior directed at an individual or group of individuals.

• The possession of any drugs and/or alcoholic beverage.

• Failure to comply with the directive or instructions of a Conference Housing staff member operating within the scope of his/her responsibilities.

• Leaving campus without the supervision of a Conference Housing staff member operating within the scope of his/her responsibilities or under the supervision of a parent / guardian.

• The residence halls are smoke free. Smoking is permitted 25 feet or further from the footprint of the building. However, residents under the age of 19 may not possess or use any tobacco product including cigarettes, cigars, pipes, chewing tobacco, etc.

• The possession of firearms, weapons, or explosives (including fireworks).

• Damage to rooms and other areas of the residence hall.

• Theft.

• Discharging of fire extinguishers except in the event of an actual fire.

• Remaining in a residence hall room / building if a fire alarm sounds.

• Tampering with fire alarms, smoke detectors, carbon monoxide detectors or AED (defibrillator) units.
 Residents are expected to keep their rooms clean and free of garbage. Residents are responsible for taking garbage to the trash room on each floor, as needed. Stony Brook is committed to a sustainable environment and promotes recycling in all residence halls.

Rooms are fully furnished. Residents are responsible for maintaining the condition of the furnishings in their room. Further, furniture may not be removed from any residence hall room or moved from any other area of the residence hall into a student bedroom. There will be a minimum fee of $150 assessed for moving furnishings that are moved without authorization.

**Phones:**

- All students will have telephones in their rooms. These phones can be used for incoming calls and local outgoing calls. All long distance calls must be made with a calling card or a personal cell phone. Use of phones for prank calls is prohibited.

**Visitors / Guests:**

- In order to insure the privacy and safety of the students, no guests are permitted in the Residence Hall at any time without prior notification. If parents/guardians wish to visit the students during free hours, please call or e-mail the RHD to let them know you are coming.

**Room Keys / ID Cards:**

- Students will be issued a key that will open their residence hall room. Students must keep the room key on their possession at all times and must lock their door when not in their room.

- Students will also be issued an id card and color coded lanyard. The card will be used to record meal purchases and will also identify the student as a participant in a specific Conference / Program. The ID card / lanyard must be worn at all times when the student is not in his / her room.

- If a student loses their key they will be billed $41.00 for a replacement key / lock change. If the ID card is lost there will be a $25 replacement fee assessed.
• Student room keys should be turned in to the College Office of the building they live in when departing each week and will be reissued during check-in at the start of the next week.

Meals:

• All Youth-Aged Conference Housing residents must participate on a University provided meal plan during their entire stay in campus housing. The minimum meal plan requirement is $13 daily. Kosher, Halal, Vegetarian and other special dietary requirements can be accommodated upon prior arrangement with the University Food Service.

• All residents will be escorted to and from each meal by Conference Housing staff and will be required to dine as a group in designated areas of the dining facility.

• Appropriate behavior is expected at all times in University Dining facilities.

• This year Ramadan occurs during a period when most Youth Aged Conferences are on campus. Provisions will be made for students who observe Ramadan to obtain a meal after sundown each day.

Recreation / Entertainment:

• The Conference Housing staff will facilitate nightly social and recreational events for all Conference participants. This may include Basketball, Tennis, Volleyball, Frisbee, Nerf Football, Board Games, Movies (age appropriate) Video Games, Open Mic night, Ping Pong, Pool, etc.

• There is a Fitness Center with full circuit training and free weights and a Computing Center in each Quad. These facilities will be open each evening and will be supervised by trained staff and will be monitored by Conference Housing staff.

• Conference Housing residents must participate in one of the supervised activities or they may choose to engage in quiet study in a supervised study room or study in their room with the door left in an open position.

• Conference Housing residents who are long distance runners or bicyclists may be permitted to exercise on campus with prior written permission of the parent / guardian. Those who wish to run or bike must remain on the campus bike paths at all times, in view of the road (should a Conference Housing staff member come looking for them during the exercise period). Appropriate protective equipment will be required at all times. Participants may not leave the boundaries of the campus at any time.
Personal Belongings:

- Students will need to bring the following personal items: pillows, twin-sized bedding (extra long), towels, etc. Students must bring their own soap, shampoo and other toiletry items. Students may wish to bring a mattress cover or mattress pad.

- It is encouraged that students bring a fan (as the Residence Hall rooms are not air conditioned and personal air conditioners are not allowed).

- Small personal refrigerators (smaller than 3.0 cubic feet) are also welcome or can be rented from the Faculty Student Association (631-632-6510).

- Power strips are also encouraged to plug in additional electronics. These must have a surge protector and be UL rated. Extension cords are not permitted as they pose a fire hazard.

- All rooms are equipped with both wired and wireless Ethernet access. Personal computers and laptops are permitted (unless the Academic Program restricts them).

- The University provides expanded Cablevision Service in every residence hall room. Televisions may be used in student bedrooms although there is a large screen or projection TV in the Main Lounge of each residence hall.

- All valuables should be left at home. We discourage students from having large sums of money on the campus, but students should bring some spending money for snacks. Vending machines are located in every residence hall and snacks can be purchased in the University Food Service establishments.

- The University is self insured and does not provide insurance for lost or damaged property. As such, residents are encouraged to insure all personal property against damage / loss.
Statement of Agreement:

I have read the University Policies, Procedures and Expectations for Youth Aged students living in Stony Brook University residence halls. I understand that any resident found violating a University policy may be dismissed from University Housing and that at minimum the Program Director and the parent / guardian will be contacted.

Student Name (Lastname, Firstname): ________________________________

Parent/Guardian Name (Lastname, Firstname): ________________________________

Email Address: ________________________________

Daytime Phone: ________________________________

Cell Phone: ________________________________

Program Student is Enrolled In: ________________________________

Student Signature: ________________________________

Parent Signature: ________________________________

Date: ________________________________
This form must be returned to the Conference Housing Office, along with the Parent Consent Form and the Medical / Health History form no later than 10 business days before the earliest move in date to campus housing.

Room keys and ID Cards will not be issued if any of the above forms are incomplete or missing.

Mail completed form to:

Conference Housing Office
O’Neill College
100 Circle Road
Stony Brook, NY 11790-4444

Fax: (631) 632-9211