



Stony Brook University Conference Housing Memorandum of Understanding

Conference Group Name: _____

Conference Primary Contact Name: _____ Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Authorizing Agent Name and Title: _____

If additional Authorized Group Contacts are to be included, please add their names, phone numbers, and email addresses on the Additional Notes and Requests page.

This document serves as an agreement between Campus Residences Conference Housing, hereinafter referred to as “Campus Residences” and _____ hereinafter referred to as “Client”, for the purpose of utilizing residential housing spaces. The Client acknowledges that they are required to execute this agreement on behalf of all participants in their group. If a Client has multiple groups within a similar time frame, one agreement can be completed for all groups. All times listed in this document are based on Eastern Standard/New York time.

External Clients acknowledge that this agreement is in addition to a Revocable Permit and in no way replaces or exempts the Client from securing a Revocable Permit through the designated University Office as a condition of utilizing Stony Brook University Facilities.

Campus Residences offers housing accommodations as detailed below. Linen packages are included automatically with adult housing and can be added to college aged or youth housing for an additional fee. Accommodations / apartments for families (couples with or without children) are not available.

- *West Campus Adult Housing:* Air conditioned single rooms in a single gender suite with a shared bathroom and living room. Double (shared) bedrooms may be available if space permits.
- *Southampton Campus Adult Housing:* Air conditioned single and double rooms in a single gender suite with a shared bathroom and living room.
- *Long Term College Aged Housing (4+ weeks):* Air conditioned single or double rooms in a single gender apartment with two shared bathrooms, living room, and kitchen (pots, pans, plates and utensils not provided).
- *Short Term College Aged Housing (4 weeks or less):* Air conditioned double rooms in a single gender suite with a shared bathroom and living area.

- *Youth Housing:* Shared double rooms on a single gender corridor floor with a shared bathroom. Chaperones will be placed on same gender floor but use a staff designated bathroom.

Housing Estimate

Requested Dates of stay _____ to _____

Our standard check-in time is between 6 pm to 10 pm. To request an alternate check-in time, the conference client must finalize this request with the Conference Housing Office no later than 30 days prior to arrival. Check-out is to be completed by 11 am on the departure date. To have an alternate check-out time, the conference client must finalize this time with the Conference Housing Office no later than 30 days prior to arrival.

Requested Check-in time _____

Check-out is required by 11 am on check-out date.

Conference Type	Room Type	Number of Participants	Number of Rooms	Number of nights	Rate*	Total
*Rate is per person per night. **This is an estimated cost <u>not</u> a final invoice.					Total estimated cost**	

Registration Payment Method: Please Select

Additional Notes and Requests:

Additional Authorized Group Contacts (if applicable):

Timeline

No later than 30 days prior to arrival: _____

- Return this signed and dated MOU to Campus Residences Conference Housing Office, either by fax, email, mail, or hand-delivery.
- Provide a minimum number of participants so a location can be confirmed.
- Direct Participant Payment or Client Invoice Payment method selected.
- External Clients need an approved revocable permit authorizing use of University space.
- Upon receipt of a signed MOU, Clients will be provided a template to assign rooms or a link for participants to register. An external client cannot receive a template or link until a revocable permit is issued.
- Any additional accommodations or requests submitted. Request for housing based upon medical accommodation must be submitted and processed through our Student Accessibility Support Center. In order to best meet an individual's needs, it is best if the documentation is submitted at least 2 weeks prior to arrival.
- Check-in time finalized; if not previously agreed upon, the time will be 6 pm to 10 pm.
- A pre and post inspection of participant rooms scheduled if desired.

No later than 14 days prior to arrival: _____

- For groups that must comply with the University's Child Protection Policy (P599), all proof submitted of child safety training and badging for clients (Any of the Client's staff who will have direct contact with the program participants.)
- Provided room template filled in with all participant information returned to Campus Residences via email to crch@stonybrook.edu OR all participants registering via registration link are fully registered including payment.
- Meeting with the Client representative arranged to discuss check-in logistics and any check-in accommodations needed.
- Contact information of Client representative who will be present at check-in submitted via email to Campus Residences to crch@stonybrook.edu. This individual will be required to attend check-in.
- Campus Residences will provide the contact phone numbers for the conference building staff and area office. These phone numbers should be provided to participants and chaperones if applicable. A phone number to reach professional staff will be provided to the Client; this number should **not** be shared with participants.
- If desired, Client can provide a copy of the planned daily schedule for participants.
- If desired, 5 to 7 days prior to first arrival, arrival information emailed to participants.

On Check-in date: _____

- The Client **must** have a representative present at check-in to answer any participant questions regarding program activities and general information.

Approximately within 45 days from Check-out _____

- Payment received from groups that selected Client Invoice Payment method.

Any changes requested after these deadlines may not be honored due to space availability and/or staffing.

Policies

Minimum Number Guarantee

- Should the Client not submit a template by the deadline above, Campus Residences reserves the right to use bed space numbers in the Housing Estimate section as the minimum participant guarantee for placement and minimum billing amount.
- Additional individuals may be housed if space permits. Client will be charged for each additional participant at the published rate for the space.

Housing Assignments

- Campus Residences will attempt to meet Client's assignment requests; however, specific spaces or pairings of guests cannot be guaranteed. Client's participants may be split between multiple floors or buildings or on the same floor as another conference group if spaces are needed and Client does not fill the entire floor. Roommate requests are not guaranteed. It is expected that the Client will relay this information to participants.
- Please note that Campus Residences staff will also be present living in buildings to respond to facility emergencies as well as to protect the investment of the facility.
- Campus Residences reserves the right to assign resources at its discretion. Client is not guaranteed exclusive use of any facility or resource nor guaranteed that any special requests will be fulfilled. Spaces within the facility (residential or otherwise) not agreed upon in advance by both Campus Residences and the Client may not be utilized by the Client. Charge may be applied for unauthorized use of spaces by a Client or participants.
- Campus Residences reserves the right to make changes in facility assignments based on the needs of Campus Residences and the University.
- Residential building external doors are locked and controlled by an electronic card access system. Each participant will be given an access card to their specific building and required to return the card upon check-out in the same condition as it was when given out. Youth participants will not be issued electronic access cards unless otherwise agreed upon by Conference Housing and the Client 30 days prior to arrival.
- Youth participants will be assigned to single gender wings within a designated residential building with Client's chaperones assigned to each floor.
- Chaperones will be required to use the designated staff bathrooms of the building.

Participant Registration and Payment Options

- Direct payment from participants: all participants must be fully registered including full payment by 14 days prior to arrival date. Late registrations will only be honored if space permits. Roommate requests or assignment preferences must be received 14 days prior to arrival date and will be honored where possible in the sole discretion of Campus Residences.
- Client Invoice Payment: Names of all participants must be submitted 14 days prior to arrival on the template provided to client. Late additions will be honored if space permits. Payment is expected within 30 days of receiving a final invoice.

Subject to Terms of Occupancy

- All participants must adhere to the Campus Residences Terms of Occupancy.
https://www.stonybrook.edu/commcms/studentaffairs/res/safety/staying_safe.php
- Items prohibited from the residence halls are listed on the front page of the conference housing website.
https://www.stonybrook.edu/commcms/studentaffairs/res/housing/conference_housing/index.php

Guests of Participants and Chaperones

- Individuals not registered or actively involved in the Client's program are not permitted in residential buildings. All guests must be met outside of residential buildings.
- Family, legal guardians, or designee of legal guardian are allowed in residential buildings during check-in and check-out periods only.
- Non-participant overnight guests are not permitted at any time including a Client's participant who is not part of the on-campus housing cohort.

Damage Billing and Lost Keys or Building Access Cards:

- Client agrees to pay for any lost keys or lost/damaged level access cards. Any key or access card not returned at participant check-out will be considered lost. Client will be charged a fee based on the minimum price index.
- Client agrees to notify Campus Residences of a lost key during stay as soon as the key is lost.

Facilities

- Interruptions of any facilities on a temporary basis for reason of maintenance, repair, or catastrophe will not be considered a breach of this agreement and Campus Residences assumes no responsibility for damages such as food spoilage. If an interruption does occur, Campus Residences agrees to restore the affected service in a reasonable time.
- Client agrees to be directly and financially responsible for keeping all rooms, shared common spaces, and furnishings clean and free from damage. Further, the Client agrees to notify Campus Residences of any damages on arrival and of any damage that occurs during their stay.
- Client agrees to pay charges assessed for room or common space damage or excessive trash.
- Client is encouraged to complete a walk-through of their assigned facility prior to arrival of participants and again after the departure of their participants. Charges for changes in facility condition, other than wear and tear, will be assessed to the Client as a part of their final invoice.
- If there is a facilities issue, it should be reported to the conference building staff within a reasonable amount of time.
- Campus Residences reserves the right to enter rooms/suites to inspect the premises for the purpose of verification of occupancy, health and safety checks, cleaning, and maintenance.

- Participants and Chaperones should remain on their respective floors and the common areas of the building.
- Residential building common areas (kitchens, lounges, and classrooms) can be reserved as meeting space with advance notice at no additional charge and are reserved on a first-come, first served basis. Reservable space is limited by occupancy levels, number of groups in a building, and building common area spaces.

Linens

- Linens are included in the adult housing fee. Linens for youth or college aged conferences can be provided at an additional fee.
- Linens include fitted sheet, flat sheet, blanket, pillow, pillow case, small, medium, and large towel. Additional toiletries upon request include: mini shampoo, mini conditioner, mini bar soap, toothbrush, toothpaste, razors, and shaving cream.
- There are laundry machines within each building. Participants are required to provide their own detergent and cleaning supplies.
- For long term participants (more than seven days) linen exchange is available upon request at the college office from the conference building staff. Participants will be expected to bring items to and pick-up from a designated building or area office. Towels and washcloths can be exchanged by any adult participant upon request.

WiFi Internet Access

- Participant WiFi is available through the WolfieNet-Guest network. The default registration is for a three day period from time of registration. Guests that are staying six days or less will have to register themselves. Guests staying more than three and less than seven days will have to re-register after their first guest pass expires.
- For stays of longer than six days, Campus Residences can provide the Division of Information Technology (DoIT) a list of emails that can be pre-registered and authorized for a longer time. To do this, Campus Residences will need the email address a participant will use when registering with the WolfieNet-Guest Network.
 - Emails included in the participant roster template or that the participant gives as part of direct billing registration will be given to DoIT to create the log in to WolfieNet-guest.
 - If emails are not provided client will be responsible for setting up WiFi access by contacting guest_wifi_request@stonybrook.edu to set up extended access for WiFi accounts.
- Participants having issues with WiFi can email guest_wifi_request@stonybrook.edu or go to the IT walk-in center located on the 5th floor of the Melville Library (S5410) Monday through Friday 9 am to 4:30 pm.

Receiving Mail and Packages

- Mail and packages are delivered to the residential mailroom associated with the area the group is staying in.
- If a participant receives mail or a package, they will be contacted at their email with instructions for mail pick up.

- Client should provide participants the following link for mailing addresses:
<https://www.stonybrook.edu/commcms/studentaffairs/res/services/mailroom.php>
- It is recommended that packages be addressed with "Conference Housing" written next to the participant's name to avoid the package being lost.

Parking

- Parking is free in all blue residential lots near the residential buildings.
- Parking in red faculty/staff, special services, or state vehicle designated spaces as well as fire zones or loading zones is not permitted.
- Parking in metered lots must be paid at the corresponding meter in the parking lot.
- Clients can choose to restrict participants from having vehicles on campus.
- Parking spaces are not guaranteed.

Dining and Meal Plan Information

- All youth participant groups are required to have meals.
- Clients will need to work with FSA to determine dining and catering options for their participants. Contact the Meal Plan Office to discuss options
<https://www.stonybrook.edu/commcms/mealplan/contact.php>
- Meal plan money is nonrefundable. Clients are expected to advise participants of this fact.

Medical Treatment

- Clients must have a plan in place should a participant need to seek medical treatment.
- Campus Residences is not responsible for the treatment or transport of participants. Emergency medical issues should be reported to University Police at 631-632-3333 for assistance from Emergency Medical Services (EMS) or the Client can arrange for the individual to be transported to a local medical provider.
- Campus Residences building staff will be able to call for emergency medical transports.
- For youth aged participants:
 - Chaperone(s) must stay with injured/ill participant while waiting and receiving for medical attention.
 - Chaperone(s) should inform the conference building staff of any EMS transports or police activity as soon as possible.

General

- New clients will be required to provide references prior to any confirmation of stay. When possible, references will be with a site that has previously housed client's participants.
- Any reports of sexual misconduct to Campus Residences staff will be reported to the Title IX coordinator. Clients are expected to comply with investigation processes and outcomes.
- Campus Residences reserves the right to dismiss any participant engaging in inappropriate or destructive behavior. Should the Client refuse Campus Residences' removal request, the entire program will be removed from the residential building.

Refunds are not provided for individuals or groups removed from Conference Housing for behavioral issues.

- Pursuant to New York State law, Campus Residences reserves the right to cancel a reservation or event.

Campus Residences Building Staff Services

- Multiple student staff members (Conference Assistant and/or Summer Housing Assistant) will live and work in the building to assist with check-in, check-out, and housing related matters during participants' stay.
- Professional staff members (Residence Hall Director, Area Coordinator, Area Office Manager, and/or Assistant Director) will supervise the student staff and assist with the planning, arrival, departure, and requests during participants' stay. For larger group check-ins, one professional staff will be present at check in.
- 24 hour phone and/or office coverage is provided to maintain the safety of the building. The student staff's role is to respond to facility issues, assist with guest assignment issues, and advise participants and chaperones on housing and campus related policies and protocols.
 - Youth and College Aged Conference Participants
 - Weekdays: 8:30 am to 5 pm staff presence will be in the area office.
 - Holidays and Weekends: 9 am - 5 pm staff will be accessible via the building phone number.
 - Nightly: 5 pm - 11 pm staff will be accessible via the building office unless on rounds. College Aged participants placed in West Apartments will still use the area office.
 - Overnights: 11 pm - 8:30 am staff will be accessible via the building phone number for emergency related matters.
 - West Campus - Adult Conference Participants
 - Daily: 8:30 am - 11 pm staff presence will be in the building office.
 - Overnight: 11 pm - 8:30 am staff will be accessible via the building phone number for emergency related matters.
 - Southampton Campus - Adult Conference Participants
 - Daily: 9 am - 9 pm in the Residence Life Office in the basement of Southold Hall.
 - Overnight from 9 pm - 9 am staff will be accessible via the building phone number posted in all the buildings.

College Aged Participant Groups

- Participants may be placed into apartments or suites shared with Stony Brook students or other Conference groups pending space availability.
- First night participant meetings led by Campus Residences staff may be required. This will depend on the size of the group and their length of stay in campus housing facilities.
- College Aged participants must bring their own linens and toiletries unless Client requests as part of their agreement.

Independent College Aged Intern or Research / Adult Aged Visiting Faculty or Post Docs

- Documentation supporting involvement on SBU's campus or college credit from another institution for an internship needs to be provided.
- This agreement must be signed by hosting faculty or a representative from the sponsoring institution.

Youth Participant Groups (all groups with participant minors under age 18)

- Programs that include minors shall have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:
 - Transportation – including the transportation of minors at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with SBU and SUNY policies regarding drivers and vehicles.
 - Appropriate levels of access to and supervision of minors.
 - Appropriate forms including permission forms, emergency contact information, and liability waivers. Forms should be safeguarded and readily available.
 - First aid and medical treatment information such as allergies, medical insurance, and permission for treatment.
 - Response plans for severe weather or other emergency situations.
 - Additional policies in place for:
 - Curfews.
 - Suitable code of conduct for participants.
 - Prohibition of alcohol, tobacco, and illegal drugs.
 - Adequate residential supervision by responsible adults.
- Chaperones must be two years older than the oldest participant and at minimum 18 years old.
- There must be a minimum 1 to 12 ratio of chaperones to minors per gender.
- For every 12 participants Campus Residences will provide one staff room, the cost of which is included in the nightly room rate for participant housing including one day prior to program start and one day post program end. Clients may staff that room with single or double occupancy.
- Client will ensure compliance with SUNY 6505 Child Protection Policy, SUNY 6504 Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, and SBU P599 Child Protection Policy.
- For programs with a “child” as defined by SUNY P6505 (*An individual under the age of seventeen years, who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the University or a person accepted for matriculation. For purposes of this policy, “matriculation” means accepted by the University as a student into a college course that is listed in the college catalog.*) must provide verification that all required Child Safety training and credentialing has been completed prior to being provided with access to the residential building. Contact the Office of Administration for details (Phone: 631-632-6100, Location: 221 Administration).
- Contact information of chaperones and lead chaperone is due 14 days prior to arrival.

- Lead chaperone or designee, if unavailable, will act as a liaison between Campus Residences and be involved in all matters that relate to participant behavioral issues.
- The Client and their chaperones are responsible for all participants at all times. This includes engagement activities, ensuring participants are in their room each night, addressing behavioral concerns, tracking participants being signed out to legal guardians (or designee) when not participating in the program, and if applicable, providing escorts around campus. Chaperones are the main point of contact for parents/guardians.
- No chaperones, including chaperones above the age of 21, are permitted to possess or consume alcohol in a youth building at any time.
- Chaperones are required to be available by phone and have a presence in their assigned building after 5 pm until 8:30 am.
- Youth participants must bring linens and toiletries unless Client requests as part of agreement.
- If the client's participants are above and under the age of 18, client can request to split the group between locations but is still required to have live-in chaperones for the participants who are under the age of 18.
- Attendance at the first night participant meetings led by building conference staff is required. Essential client personnel and chaperones are required to attend these meetings.
- Failure to follow proper child safety procedures and/or address behavioral issues of participants may result in individual participant dismissal from housing and potentially dismissal of the entire group.

External Client Requirements: Insurance and Revocable Permit Requirements

- Establish a Revocable Permit by the date indicated in the timeline.
- Provide documentation of the following Proof of Liability Insurance:
 - General liability insurance in the amount of two million (\$2,000,000) dollars per occurrence,
 - Three million (\$3,000,000) dollars in the aggregate; and where appropriate
 - Naming the State of New York, the State University of New York and the State University of New York at Stony Brook as additional insureds.
 - If hosting a youth conference group, Sexual Abuse and Molestation insurance, either under the above described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of University facilities.
- If hosting a youth conference group, client will need to include: a summary of the methods used to complete a background check (including a felony and sexual offender registry check) of all of the client's staff on site staff or any participants over 18 that will have interactions with minors.
- External clients hosting a youth conference group may need to obtain a Suffolk County Children's Camp Permit. Refer to Suffolk County Children's Camps guidelines:

Payment & Billing

Campus Residences bills on a continuous seven day billing cycle. All participants will be billed from their arrival date until their departure date. We do not allow breaks in booking reservations.

Campus Residences will provide an invoice within 14 business days after the latest participant departure date for groups that selected Client Invoiced Payment method. The Client is expected to pay their charges in full within 30 days of the invoice send date. Groups who do not pay on time are subject to a late fee equal to 1% of their total outstanding charge for every 30 days payment is late. If after 90 days payment has still not been received, Campus Residences reserves the right to refer the matter to the State Attorney General Collections Bureau. Unexpected delays in payment that are communicated prior to the 30 day deadline may not be subject to a late fee.

Campus Residences accepts payments via check, credit card, wire transfer, Stony Brook journal transfer, and Stony Brook materials and services requisitions. Campus Residences does not accept cash or Walmart payments.

Any dispute of charges or invoice adjustments must be submitted in writing within 10 business days of invoice date.

Cancellations

- To cancel a reservation for Conference Housing, the Client must provide written notice to the Campus Residences Conference Housing office no later than 2 weeks prior to the earliest scheduled arrival.
- Client is required to notify Campus Residences if any participant or chaperone is removed or leaves early. Billing will continue until the end of the program for any participant who leaves and notification of departure is not provided in writing.
- Within 2 business days of check-in, the Campus Residences office will provide the Client a list of Conference Housing participants who failed to check in. The Client must provide an update on the participant's status within 48 hours or the Client will continue to be billed for all listed participants regardless of check-in status.
- Self-pay participants who fail to arrive and do not contact the Campus Residences Conference Housing office within 48 hours of a scheduled arrival will forfeit their reservation and will not receive a refund.
- Participants who check in, receive their room key, and subsequently choose to check out early will not be eligible for a refund.

- Neither party shall be held responsible for failure to perform any terms or conditions of this agreement for reasons beyond its control, provided, however that the Client will remain responsible for payment as provided above.



Agreement

I have carefully read this Conference Housing Memorandum of Understanding and fully understand its contents. In the event that the client violates any terms of this agreement, Campus Residences may terminate this agreement. I voluntarily agree to the terms and conditions stated throughout.

Print Name of Authorizing Agent

Print Name of *Secondary Authorizing Agent

Signature of Authorizing Agent

Signature of *Secondary Authorizing Agent

Authorizing Agent phone number

*Secondary Authorizing Agent phone number

Signature of Director of Campus Residences
for Housing Administration

**A secondary Authorizing Agent signature may be included as per the discretion of the client.*

Conference Housing Memorandum of Understanding must be sent to:

By Mail:

Alan S. deVries
Director of Campus Residences
for Housing Administration
100 Circle Road
Stony Brook, NY 11790-4444

By Fax:

631-632-2407

By Email:

crch@stonybrook.edu

All payments must be payable to:

Stony Brook University Account #123619 remit to
Stony Brook University
Division of Campus Residences
Att: Alan S. deVries
Director of Campus Residences for Housing Administration
100 Circle Road
Stony Brook, NY 11790-4444