

Guest Information & Services



SHIPPENSBURG
UNIVERSITY

CONFERENCE
SERVICES



Welcome to Shippensburg University!

We're pleased that you have chosen to visit with us and hope your stay is fun and educational. We strive to provide the best of every aspect of your conference - facilities, meals and services - to ensure the success of your event.

Please take a few minutes to read the information in this booklet. Many of your questions may be answered here. If not, please call your conference staff.

We look forward to your stay with us. If we can do anything to make it more pleasant, please let us know.

Thank you.

*Conference Services
Shippensburg University
Telephone 717-477-1256*

About **Shippensburg University**

Shippensburg University, located on 200 dedicated acres in south central Pennsylvania is a comprehensive regional public university and a member of the Pennsylvania State System of Higher Education.

Shippensburg University was established in 1871 as the Cumberland Valley State Normal School and admitted its first class of 217 students in April 1873. In 1926, the school was authorized to grant the bachelor of science in education degree in elementary and junior high education, and became a state teachers college. The school's name was changed to the State Teachers College at Shippensburg later that year.

The business education curriculum was approved in 1937 and Shippensburg State Teachers College became the first teachers college in Pennsylvania and the fourth in the United States to be accredited by the Middle States Association of Colleges and (Secondary) Schools.

The State Council of Education approved graduate work leading to the master of education degree in 1959 and the name change to Shippensburg State College was adopted.

In November 1982, the governor signed legislation establishing the State System of Higher Education. Shippensburg State College was designated Shippensburg University of Pennsylvania effective July 1, 1983.

Shippensburg University has an enrollment of 7,200 undergraduate and 1,100 graduate students. Our student body is composed of 53% women and 47% men; 37% of the undergraduates live on campus and 94% of all students are from Pennsylvania.

Academically, the University offers 75 majors and concentrations and 22 graduate programs within the colleges of Business, Arts & Sciences, and Education & Human Services.

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NOTES:

1. “CONFERENCE” and “CAMP” refer to groups paying for the use of facilities and services at the University, and may be used interchangeably in this document.
2. CONFERENCE BULLETIN refers to the key planning documentation for a camp or conference. It is separate from, but closely linked, to the facilities use agreement.

HOUSING & FACILITIES

1. **RESIDENCE HALLS** - A University residence hall, whether apartment or dormitory, is a facility designed for university students. It does not offer hotel accommodations and services. In the dormitory type facilities, each floor or wing has a central washroom with shower facilities.
2. **RESIDENCE HALL STAFF** – Each residence hall has a Residence Director (RD) assigned to and living in the respective residence hall. All RD's are graduate students and, during the academic year. Each RD supervises a residential community on campus. RD's may be male or female and are responsible for the operation of the residence hall and overseeing groups housed there. They are available to assist during your conference.

During the summer, particularly on weekends, they may or may not be on site. In their absence, contact university Police or the conference Services Office for assistance.

Please respect their privacy and need for quiet during the evening and night hours.

Custodial Staff are also assigned to the buildings. They will make every effort to respect your privacy. Please extend them your respect as well.

3. **AIR-CONDITIONING and AIR-CONDITIONERS** – The dormitory style buildings are not air-conditioned. PLEASE NOTE that personal air-conditioning units of any type are not permitted in any residence hall rooms. Guests may wish to bring a fan for their comfort. They may also consider bringing an alarm clock since we have no wake-up service.
4. **FURNITURE & EQUIPMENT RELOCATION** - Conference or camp participants may not move any furniture or equipment without the prior permission of the Conference Services Director. If such permission is given, the conference group must return furniture and/or equipment to its original position(s) before the end of the conference / camp. Shippensburg University reserves the right to levy fees to those violating this policy.
5. **ATTACHMENTS (Signs, Posters, Wall & Ceiling Hangings, etc.)** - Attachments to residence hall walls, ceilings, doors, or windows in any manner are prohibited unless specifically approved by the Conference Services Director and/or the Director of Housing. Unauthorized attachments will be removed upon discovery. Costs for facility restoration or cleaning required because of these attachments are chargeable to the conference.
6. **PETS** – Pets are not permitted in the residence halls or other campus

buildings. The owner of any pet brought onto campus is fully responsible for the clean-up of their droppings.

7. **SERVICE ANIMALS** – Appropriately identified service animals are permitted on campus.
8. **HOUSING COUNTS** - Conference Services will reserve sufficient residential space for the enrollment estimate provided by the conference group in advance. Space for a greater resident enrollment will be provided on a space availability basis only. The conference group will be responsible for the housing fees, for the total actual resident enrollment or for the total resident enrollment guarantee, whichever is greater. It is vitally important that the conference housing and meal counts be provided according to the timeline detailed in the facilities use agreement (see “Critical Dates”). Failure to meet the prescribed due dates may result in additional charges and/or may impact our ability to provide sufficient facilities. Please refer to the facilities use agreement for specific information and terms.
9. **CHECK-IN** - Conference / camp registration and residence hall check-in will be at the time and location specified in the Conference Bulletin for the group. During that time, conference materials and room keys will be distributed. Check-in times may vary depending on housekeeping schedules and the departure of other groups. Every effort will be made to provide availability of your rooms as early as possible.
10. **CHECK-OUT** – The check-out time for departing conferences is 9:00 AM on the final day of the conference unless prior arrangements have been made with the Conference Services Director and detailed in the Conference Bulletin. ALL personal belongings must be removed from the room or apartment at this time. For groups that plan to continue their conference beyond that time, we will provide alternative space for storage of luggage and supplies until they are ready to depart campus.

At check-out, guests are asked to ensure that their room is left as it was found: furniture in its original position, trash removed, windows closed, screens in the windows, blinds drawn, and pillows left in the room. Please take all linens to the lobby area of the residence hall.
11. **EARLY ARRIVALS & LATE DEPARTURES** - Participants arriving early and/or departing late and requiring additional lodging nights will be charged the housing rate for each overnight occurring before or after the conference start or finish date and time.
12. **CONFERENCE KEY CARDS** - Conference cards are disposable magnetic swipe cards (similar to a credit card) used for meals in the dining hall and

for access to the residence halls. The cards are programmed to be valid only during the respective conference dates and times. Conference cards may be kept by the conference participants or collected at check-out and returned to Conference Services.

13. **KEY DISTRIBUTION & COLLECTION** - Housing room keys and/or conference key cards will be issued for all conferences attendees. Keys will be distributed by or through the Residence Life staff and based on the conference housing assignments at the registration location.

Keys will be collected *only* during the established check-out period and at the location specified in the Conference Bulletin on the last day of the conference. An alternate key collection location and/or time must be arranged and confirmed by the Conference Services Director.

14. **LOST KEYS** – The conference group is responsible for all keys issued to them. If a key is lost during the conference or not returned at the conference check-out on the day of departure, an order for replacement and re-keying will be issued immediately and appropriate fees will be added to the conference final invoice. Charges for keys returned subsequent to this time cannot be refunded or waived.

Key and lock replacement charges are:

Seavers Hall, McLean Hall II, Presidents Hall	
B & C Suites	\$50.00
D, E & F Suites	\$100.00
Mowrey Hall	\$60.00
Stone Ridge Commons – 2 Bedroom Apts.	\$140.50
Stone Ridge Commons – 4 Bedroom Apts.	\$225.50
All Other Residence Halls	\$45.00

15. **RESIDENCE HALL ACCESS** – The main doors to all residence halls will be locked at all times unless other arrangements are agreed upon in advance. Main residence hall doors may be programmed to open for a reasonable period for arrivals and departures. This must be arranged in advance and specified in the Conference Bulletin. Under no circumstances may any residence hall doors be propped open without prior arrangements with the Conference Services Office and/or the Housing/Residence Life Office.

PLANNING YOUR CONFERENCE

1. **FACILITY AVAILABILITY** - The facility use fee is for the use of classrooms, audio-visual equipment, recreational facilities and equipment, etc., as requested by the conference group. The facilities and equipment must be

requested in advance and specified in the Conference Bulletin in order to ensure their availability. Equipment that is lost or damaged after the conference or camp group has accepted delivery, will be billed to the group at cost plus any administrative costs incurred. The facility use fee excludes the use of the Luhrs Performing Arts Center, the Ship Rec Center, and the Conference Center.

2. **UNAVAILABLE FACILITIES & EQUIPMENT** – While most campus facilities and equipment are available to conference participants as part of the facilities use fee, some are not. These include billiards/pool tables, games, residence hall offices, and weight rooms, unless specifically requested and approved by the University. Unauthorized use of restricted equipment or spaces may prompt a usage fee. Billiards tables in the residence halls may not be used or moved by the conference group. All related costs to repair or re-level tables are the responsibility of the conference group. Typical table cover repair is \$700.00 and re-leveling costs are \$500.00 if needed.
3. **AUDIO-VISUAL EQUIPMENT** – A wide variety of audio-visual equipment is available to conference groups. In order to ensure equipment and staff availability (to assist in the operation of the equipment), and is available at no additional charge. However, equipment is limited and should be requested through the conference bulletin to better ensure availability for your conference. Requests made during the conference will be provided based on availability. Any requested equipment that is rented through an outside vendor will be billed to the conference group at a cost plus rate. Please note that damages or excessive wear to equipment will be charged to the conference at retail value.
4. **COMPUTERS** – Availability of laptop computers for use by conferences is very limited. We strongly suggest that you bring your own computers for running presentations and managing the affairs of the conference.
5. **COMPUTER LABS** – The University has general use computer facilities available in the MCT building and Lehman Library. One lab is available 24 hours daily. Computer labs may be reserved for the private use of a conference group. A lab attendant fee may apply for reserved use by a conference. Special codes are required for network access. These are provided by the conference services staff.
6. **NETWORK & INTERNET ACCESS** - Wireless Internet Connection is available in Residence Hall common areas, academic buildings, CUB, Library, and athletic facilities. Access codes and temporary passwords are provided on two levels of access: one for adults 18 years of age and older, and one for those under 18. The under-18 codes are more heavily filtered than those for adults. Codes renew weekly on Sunday evenings

and will be provided to group leaders who may distribute them as appropriate. Leaders are expected to ensure that the respective codes are given to intended audience.

7. **DUPLICATION & PRINTING SERVICES** – Duplication and printing services are available from the University print shop at very reasonable prices. The shop can produce simple copies, booklets and other bound pieces. Contact the Conference Services Office for details.

RATES, FEES and CHARGES

1. **RATE ELEMENTS** - Our rates consist of three elements: lodging, meals, and a modest facility use fee. Lodging rates are specific to the accommodations and linen service chosen by the conference group. Current rates are available from the Conference Services staff.
2. **SPECIAL RATES** may be available for the children (ages 4 – 10) of attending parents or guardians. Children’s rates do not apply to those attending camps that are primarily youth-oriented camps, e.g. football, basketball and/or church youth groups. There are no lodging, meal or facility charges applied for children ages 0-3.
3. **REFUNDS** cannot be extended for participants who do not eat all meals in the Dining Room unless they leave the conference or camp for approved medical reasons.
4. **SINGLE ROOM REQUESTS** - Participants requesting single accommodations in a double occupancy room will be charged accordingly. Please refer to the Conference Rate Sheet for specific rates for single occupancy.
5. **APARTMENT MINIMUM RATES** - In our apartment units, minimum rates are applicable when fewer than three occupants are assigned to an apartment (Seavers or Stone Ridge) by the conference or camp. However, when the apartment minimum rate applies, the per person per night rate does not.

DINING SERVICES & MEAL PROVISIONING

1. **MEAL PLANS** - The meal plan consists of all meals to be consumed in the dining hall by the conference group and is continuous from start to end. The meal plan begins with the first meal and ends with the last meal the full conference eats as a full group, as mutually established between the conference group and the Conference Services Office. Meals may only be excluded from the meal plan when the entire conference group is off campus during the normal meal period, or when the conference hosts a special catered meal on campus.

2. **MEAL COUNTS & BILLING** - Billing for all resident participants begins with the first conference meal and continues through the final meal whether the meals are consumed or not. The count of meal card “swipes” is used for auditing purposes and cannot reduce the number of meals for which the conference is billed. However, if the “swipe” count is higher than the guaranteed count, the meal count for which the conference is responsible shall be adjusted accordingly for the entire meal plan.

Accommodation of dining space for a conference enrollment greater than the preliminary counts will be on a space available basis only and may be cause for an adjustment in meal times. Expected attendance counts, menus, and set-up requirements provided well in advance minimizes the need for last minute adjustments.

3. **MEAL TIMES** - Meal times other than the normal hours must be requested in advance and included in the Conference Bulletin. Normal meal periods are 7:00-9:00 a.m. for breakfast, 11:00 a.m. – 1:00 p.m. for lunch and 4:30-6:30 p.m. for dinner.
4. **SPECIALLY CATERED DINNERS, EVENTS AND BREAKS** - These events must be planned at least 10 business days in advance. Specific details for the meal are needed at that time including menu choices, table arrangements, colors, table decorations, auxillary displays, etc. Pricing is generally based on a per person rate according to the food and beverage choices and count of participants.
5. **SPECIAL MEAL PREPARATION** – Every effort will be made to accommodate those with food allergies. Conference participants with special food or preparation needs should contact Conference Services or a dining services manager.
6. **FOOD & BEVERAGES served in the dining hall** must be consumed in the dining hall and may not be taken out of the dining hall for later consumption.

RECREATION – Hours, Equipment & Facilities

1. **RECREATION FACILITIES** - The use of recreational facilities and meeting rooms by conference groups is scheduled for group use through the Director of Conference Services. Campus recreational facilities include: Heiges Field House, Heiges Pool, Henderson Gymnasium, Ship Rec Center, tennis courts, athletic fields, intramural fields, sand volleyball courts, outdoor basketball courts, handball and racquetball courts. Most recreational equipment is available for use from our recreation department. Arrange through the Conference Services Office.

2. **SHIP REC CENTER** - Access and fees will be arranged in advance with the Director of Conference Services. For hours of operation please call 717-477-1561. You may also visit on the web at www.ship.edu/recreation.
3. **HEIGES FIELD HOUSE POOL** – private group pool usage must be arranged in advance with the Director of Conference Services and the Conference Bulletin. This ensures that life guards are on duty for your safety. For daily open recreational swim hours please call the Rec Hotline at 717-477-1561.

SECURITY & EMERGENCIES

1. **UNIVERSITY POLICE** - Potential criminal actions and police emergencies should be reported by any guest, student, faculty member or employee directly to the University Police by dialing 717-477-1444, OR campus extension 1444. University Police will be dispatched immediately to the site of the complaint and will appropriately address the situation. Anyone needing assistance for a medical or fire emergency should dial 911. They will be connected directly with personnel at the county emergency control center and the appropriate emergency personnel will be dispatched as well as University Police personnel.
2. **GUEST PRECAUTIONS** - Guests should observe the normal security measures one would practice in a hotel or motel. Keep the door locked and valuables out of sight once belongings are moved into a room. Neither the University nor the Foundation accept responsibility or liability for lost, misplaced or stolen personal items. Lost or found items should be reported to the Conference Services staff.
3. **PARKING** - Free parking is available to summer conference participants (displaying a conference parking pass) in any spaces or lots designated as commuter/student spaces. At no time is it permissible to park in driveways, loading zones, patios, grass areas, or spaces identified as being restricted, e.g. faculty/staff, handicapped, Dean of Students, University President, etc. Neither Shippensburg University nor Shippensburg University Foundation is responsible for security in University parking lots.

All conference and camp participants and their guests assume all liability of any loss or damage to vehicles (owned or leased) and of recreational vehicles (campers).
4. **HEALTH & DISABILITY SERVICES** - The Etter Health Center is staffed and equipped to take care of minor illnesses and injuries that may arise during your stay on campus. The hours of operation are 9:00 a.m. to 8:00 p.m. when conferences and camps are in session. Contact the Health Center by calling 717-477-1458, campus extension 1458, or call University Police

emergency number at 717-477-1444.

5. **MEDICAL Permission to Treat Forms** - The Etter Health Center cannot, by law, examine or treat any of our guests under the age of 18 without a parental Medical Permission to Treat Form on file. Conferences or camps with participants under the age of 18 must provide a copy of a properly executed Permission Form immediately upon the conclusion of the conference / camp registration or sooner. A responsible adult must accompany all minors seeking treatment. The conference / camp are responsible for providing the copies for the health center. A modest fee will be charged if University copying facilities are used to produce the copies.

6. **TOBACCO, ALCOHOL & DRUG USE** – Conference and camp registrants and guests may use tobacco in designated areas only.

The consumption or possession of alcohol or illegal drugs is strictly forbidden anywhere on campus. Events where alcoholic beverages are to be served must be expressly approved by the president of the university.

7. **FIREARMS & OTHER WEAPONS** – Firearms or other weapons of any kind are forbidden to be in the possession of anyone on campus. The client agrees to enforce that its registrants and guests will not carry or possess firearms or other weapons on University property in person or in vehicles.

CONFERENCE & CAMP POLICIES

1. **PROTECTION OF MINORS** - Shippensburg University and Shippensburg University Foundation are committed to ensuring that all programs conducted on campus promote the health, wellness, safety and security of minors (under 18 years of age) who participate in the programs.

To that objective, and in order to ensure compliance with Pennsylvania law and University policy, all conference groups are required to complete a “Certification of Compliance with Required Clearances” form, available through the Conference Services Office, or on-line at www.ship.edu/no_more/conferences. Through this form, conferences with minors attest that all required certifications have been performed, with satisfactory results, for all adults who will have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors, and that they are trained annually in the recognition of child abuse indicators and related reporting requirements. The required certifications (background clearances) and authorizations in accordance with the law include:

- a. Pennsylvania State Police (PSP) Criminal Record Check
- b. Pennsylvania Department of Human Resources Child Abuse

Clearance

- c. Federal Bureau of Investigation (FBI) Criminal Background Check including fingerprint verification.
- d. Completed participant authorization forms for each participating minor (annual per conference)

In completing the form, each affected adult must be listed along with the date the most recent certifications were completed. Certifications expire after 60 months.

The conference organization will maintain records of clearances, authorizations, and training. The organization is also responsible for ensuring that all persons remain in good standing, and to update training annually.

Conferences that do not include minors must complete the "Certification of Compliance with Required Clearances" form and indicate via check box that there are no minors participating.

The "Certification of Compliance with Required Clearances" forms must be received by the Conference Services Office no later than 30 days prior to the conference start date.

All adults are mandatory reporters of observed or suspected acts of child abuse by contacting Shippensburg University Police (717-477-1444) and the Pennsylvania Department of Human Services(DHS) at 800-932-0313. A written report the DHS using Electronic technologies may be used. if available. Oral reports must be followed by a written report to DHS within 48 hours.

The full University "*Protection of Minors*" policy, further procedural instructions, related documents, and suggested training resources may be found on-line at www.ship.edu/no_more/conferences.

2. **LIABILITY INSURANCE** - Liability Insurance must be certified by all conferences and non-university sponsored camps. The Client must provide the University with proof of general liability coverage for its conference or camp at the signing of the contract. Please see the facilities use agreement for further details of requirements. Conferences and camps will not be permitted to occur in any form without appropriate insurance coverage being in effect and on file in the Conference Services Office. Shippensburg University is not responsible for lost or stolen valuables or for any injury or damage to persons or property experienced by the conference/camp participants, their families, or guests. Any property damage by the conference/camp staff, participants, or guests will be the Client's responsibility and will be included in the final bill.

3. **GENERAL CONDUCT** – All conference participants, including family members and guests of registrants are expected to comply with the generally accepted terms and conditions of the agreement with the University and/or Foundation and with common sense rules of society.

Shippensburg University and Foundation reserve the right to remove from the premises any person or persons who fail to comply with the provisions herein. This right shall be exercised at the sole discretion of the University and/or Foundation.

4. **FACILITIES USE AGREEMENT** – The facilities use agreement must be signed by the client and returned to the Conference Services Office by the date specified in the agreement. Failure to meet the due date may be cause for cancellation and/or renegotiation of all terms of the agreement. The conditions of this provision are superseded by the cancellation policy.
5. **CANCELLATION POLICY** – Please refer to your facilities use agreement for the cancellation provisions.
6. **CONFERENCE CONTACTS** - The conference must provide the name(s) and cell telephone number of a designated conference liaison who will be available to work with Conference Services and/or Residence Life Staff throughout the conference or camp, during registration and check-out, and with other details relevant to the efficient coordination of the conference or camp activities and in emergency situations.
7. **PARTICIPANT LISTING** - Notice of the names of additional registrants, if any, must be provided before the group arrives and at the end of each subsequent day. All keys to individual rooms will be assigned per the participant list. Additional fees may be applicable when critical dates are not in compliance.
8. **SUPERVISION OF YOUTH** – The conference must provide adult, live-in (same residence hall) supervision for any attendees age 17 and under at the ratio of at least 1 adult supervisor for every 12 campers.

The conference housing list must indicate the adult supervisor's name. The supervisors' housing assignments must provide full coverage throughout the residence.

Adult supervisors, in accordance with the conference or camp director, are responsible for advising each camper of University rules and regulations, act as liaison between University staff and campers in the event of conduct issues, and be responsible at all times for their conduct. Adult supervisors are required to monitor and control group behavior

during open residence hall hours, bedtime hours, and meal times in the Dining Hall.

9. **USE OF GROUNDS** - No open fires are permitted on campus without prior permission and agreement. Burning on campus is by permit only under the supervision of the Conference Services Office and the Office of Public Safety.

Use of University property, such as water hoses, step ladders, ropes, and tools, is prohibited unless authorized by the Conference Services Office and Facilities Management. The building of structures on campus property is prohibited unless approved.

All structures, plastic, straw, wood, etc., being placed on campus grass areas must be approved by the Conference Services Office in cooperation with the Grounds Manager. Designated areas must be defined. Hanging structures from trees on campus is prohibited.

10. **TEMPORARY EXTERIOR SIGNS** - Signs providing direction to arriving conference/camp participants may be provided and placed by the Conference Services Office at the request of the conference. Conferences or camps may also provide signs. Sign boards are to be requested through the Conference Bulletin.
11. **CAMPING** is prohibited unless arranged in advance.
12. **HOVERBOARDS, SKATEBOARDS & ROLLER SKATES** – The use of hoverboards, skateboards, and roller skates are prohibited for use anywhere on the University campus unless special permission is acquired in writing. Use of in-line skates must be limited to the Street Hockey Arena. Supervision of these activities is the responsibility of the conference leadership as are any resulting damages or injuries.

ON CAMPUS & MISCELLANEOUS

1. **LAUNDRY SERVICES** – each residence hall has a coin-operated laundry area for personal use.
2. **LEHMAN LIBRARY** - Ezra Lehman Library summer hours of operation are Monday – Thursday 7:30 a.m.-10:00 p.m.; Friday 7:30 a.m.-4:00 p.m.; Saturday: Closed; Sunday 2:00 p.m.-10:00 p.m.
3. **STARBUCKS** – is located in the Ezra Lehman Library and is open weekdays from 7:30 a.m. to 3:00 p.m.
4. **THE LUHRS PERFORMING ARTS CENTER** - The Luhrs Performing Arts Center offers a wide variety of performances and entertainment throughout the year. For more information about the coming

performances and events, visit luhrscenter.com or call the Luhrs Center Box Office at 717-477-SHOW.



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Conference Services

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