

# Conference Handbook

## and Terms of Agreement Addendum

### **Introduction**

Welcome to your Conference at the University of Illinois Springfield! This handbook has been put together to help you understand the terms of agreement of the conference contract that was signed with your event and UIS. The Conference staff is dedicated to providing you with a safe, clean living environment while you are attending the conference. For questions not answered here, please contact the Department of Residence Life in Homer Butler Commons.

### **Department of Residence Life Office**

University of Illinois at Springfield  
One University Plaza MS HBC1  
Springfield, Illinois 62703  
Phone: (217) 206-6190  
Fax: (217) 206-7821  
Email: [reslife@uis.edu](mailto:reslife@uis.edu)  
URL: [www.uis.edu/residencelife/conferences](http://www.uis.edu/residencelife/conferences)

### **Lincoln Residence Hall Front Desk**

Phone: (217) 206-6200

### **Founders Residence Hall Front Desk**

Phone: (217) 206-8474

### **Conference Staff**

#### **1. Conference Assistants (ARDs, RAs, CAs, SHAs, Student Workers)**

A small but dedicated team of assistants are on campus for the summer to perform rounds, lockouts, answer questions, and offer assistance as needed to conference attendees.

To contact the Conference Assistant on call, please contact one of the following:

- Lincoln Residence Hall CA On-Call (217) 306-2903
- Founders Residence Hall CA On-Call (217) 306-2905
- West Campus Townhouses CA On-Call (217) 306-2907
- East Campus Apartments CA On-Call (217) 306-2909

If the CA On-Call cannot be reached at the numbers listed above:

- Contact the Central office during regular business hours (217) 206-6190
- Contact the UIS Police Department at the non-emergency number (217) 206-6690

## **2. Area Coordinators**

Area Coordinators (ACs) are full-time professional staff members who reside on Campus and are over Lincoln and Founders Residence Halls, West Campus Townhomes, and the East Campus Apartments. Although one AC has volunteered to work exclusively with conferences in the summer, all Area Coordinators are here to help and supervise Conference Assistants.

## **3. Central Office**

The Director, Assistant Directors, Facilities Supervisor, Housing Coordinator, Housing Representatives, and Receptionists are on campus to help conferences with their needs and to act as an information source for questions and concerns.

# **Services and Amenities**

The Department of Residence Life strives to provide excellent service to our Conferences. There are limitations on what we can provide. Please contact the Central Office if you have questions about the amenities and services listed below.

## **1. Apartments and Townhomes**

The Apartments and Townhouses come fully furnished with dining and living room furniture, a bed, dresser, and a desk in each bedroom. You have wireless internet coverage, campus cable, electric, heat, water, and sewer included. Dishwashers are provided in all townhouse units and renovated apartments. Each court has a laundry, recycling and trash facility near your unit. Microwaves are not provided.

## **2. Residence Halls**

The Residence Halls come with fully furnished bedrooms, which include a bed, desk, and dresser. The wings of the buildings are secured 24-hours a day and require a swiped card to obtain access. You have wireless internet in your room. There are laundry facilities on each floor. There are no dining facilities but each lounge has a microwave.

## **3. Internet Connections**

Every bedroom on campus is wired for connection to the Campus Data Network, additionally UISWiFi is accessible in all units. Conference attendees who wish to access internet using hard line connections must provide their own Ethernet cable.

For more information or to report a problem with your internet service, visit the ITS website: <http://www.uis.edu/ITS/> Technical assistance is available at the ITS Desk at (217) 206-7357.

#### 4. Linen Service

In order not to violate local laws and regulations, we cannot offer free linens or a daily turn down cleaning service. We provide an optional linen package rental. Each package includes one blanket, two sheets, one pillowcase, one pillow, two facial clothes, two hand towels, and two bath towels. There is also a shower curtain and roll of toilet paper. If chosen, a linen package is provided initially at check in and a change of linens occurs the next business day after the conference has checked in and stayed for at least six (6) consecutive nights of stay. Missing and/or damaged linens will be charged to the final invoice. The cost of the linen package is **\$22** per package. Packages are not available in "ala cart" fashion. The linen package is either provided to all attendees or none with the selection made by the Conference Sponsor. All members of the conference group receive the same linen package.

#### 5. Reserved Meeting Spaces

The Department of Residence Life can reserve meeting spaces such as the floor lounges, LRH Great Room, LRH Seminar Rooms, and Hospitality rooms for conferences that are staying with housing. Depending on the needs or size these spaces may be reserved at a small cost. Lounges cannot be reserved if multiple conferences are staying upon the same floor. For every Conference of one hundred (100) or more a complimentary double room will be reserved at no cost as a Hospitality/Meeting Room. More information can be provided by request.

#### 6. Conference Center Rooms

Additional Conference Rooms, Event Rooms, Lounges, etc... outside of The Department of Residence Life areas are available through Conference Services. A rate sheet may be found at [www.uis.edu/facilities/services/](http://www.uis.edu/facilities/services/) and pricing is listed for specific areas. The Department of Residential Life will help coordinate with UIS Conference Services but is not in charge of these areas. Rates per **UIS Conference Services**, [conferenceservices@uis.edu](mailto:conferenceservices@uis.edu), (217) 206-6073.

#### 7. Classroom Scheduling

The Department of Residence Life does not handle classrooms reservations. **Classroom Scheduling** is responsible for scheduling a variety of classrooms including labs, general indoor spaces, and most outdoor areas throughout campus. Rates per **Classroom Scheduling**, [classroomscheduling@uis.edu](mailto:classroomscheduling@uis.edu), (217) 206-6378.

#### 8. Student Union Spaces

The Student Union is home to many spaces suitable for a wide variety of events or programs. Some spaces are public and some are reservable in advance. For more information, please go to <https://www.uis.edu/studentunion/spaces/>. The Department of Residential Life will help coordinate with UIS Student Union but is not in charge of these areas. Rates per **UIS Student Union**, [studentunion@uis.edu](mailto:studentunion@uis.edu), (217) 206-4782.

#### 9. Catering & Meals

The Department of Residence Life does not provide meals nor catering to conferences. Meals and catered events are available through UIS Food Services and can be contracted with advanced notice. The Department of Residence Life will work with UIS Food Services for cost estimates for your specific needs. UIS Food Services has exclusive rights to food provided on campus. Rates per **UIS Food Services**, [foodservices@uis.edu](mailto:foodservices@uis.edu), (217) 206-7741.

## 10. Parking

Overnight parking is restricted to designated lots. Parking anywhere else can result in ticketing and towing. Parking permits must be requested at least fourteen (14) days in advance of arriving with vehicle information including: make, model and year of vehicle, license plate number, and license plate state. The Department of Residence Life will work with Parking Operations for cost estimates for your specific needs. Pricing is set on number of attendees unless otherwise stated in writing by the Parking Operations department. The Department of Residence Life will distribute parking permits at check in. Unused parking permits that are contracted for are not refundable. Rates per **UIS Parking Operations**, [parking@uis.edu](mailto:parking@uis.edu), (217) 206-8502.

## 11. Mass Transit

Alternative transportation is available in the Springfield area. Springfield provides mass transit in the form of Abraham Lincoln Capital Airport, Amtrak, Greyhound, and the Springfield Mass Transit bus system.

## 12. Mail Service

Conferences staying less than two (2) weeks will not be provided a mailbox key or individual address. Mail may be sent to the Conference Attendee and picked up at the Central Office for The Department of Residence Life using the following address:

*FULL NAME OF PERSON*  
 CONFERENCE ATTENDEE  
 University of Illinois at Springfield  
 One University Plaza, MS HBC1  
 Springfield, Illinois 62703

All mail marked incorrectly or not picked up by the last day of the conference will be returned to sender. Extended stay conferences may request a mail key and individual mailing address.

## 13. Attendees with Disabilities

If you have particular needs for your living environment, please inform your Conference Sponsor for specialized assistance. Accessible and/or adaptable living conditions are available in every community and all fire alarm systems have both audio and visual alarm signals. Attendees are strongly encouraged to disclose their need at the time of contract application. Residence Life will make reasonable accommodations whenever possible.

## 14. Transgender Inclusive Statement

The Department of Residence Life is committed to providing a safe and comfortable living environment for all conference attendees, including those whose gender identity and/or expression differs from the sex assigned to them at birth. Residence Life respects and affirms a person's gender identity and/or expression, prioritizes a person's physical and emotional safety, and will find the best match between the student's needs and the options available.

## 15. Cleaning Services

Conferences are responsible for taking their trash to the trash rooms and dumpsters. Conferences longer than two (2) weeks with linen packages will also receive a hard surface wipe down of furniture and appliances as well as a complementary floor cleaning when new linen packages are delivered. No personal items will be moved to clean.

## **Terms Of Agreement**

This publication has been provided to Conference Sponsors at the University of Illinois Springfield by the Department of Residence Life. The purpose is to help you understand the policies which each conference attendee is expected to abide by to.

**Non-Discrimination** - The University of Illinois System will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, genetic information, disability, pregnancy, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the programs and activities of the University of Illinois System.

Similarly, Conferences and Conference Attendees are expected to not engage in discrimination or harassment and will be asked to leave if found in violation without refund or eligibility to return.

**Illinois Operators' Occupation Tax** – Corporate Sponsors staying less than 30 days are subject to the Illinois Operators' Occupation of 6% if unaffiliated with the University of Illinois System and/or payment not being made by a Department using a CFOAP.

**DEPOSIT** – Conference Sponsors unaffiliated with the University of Illinois System and/or payment not being made by a Department using a CFOAP shall pay a non-refundable deposit equal to 25% of the estimated Conference Fee.

**Cancellation Fee** - To avoid a cancellation fee, Conference Sponsor unaffiliated with the University of Illinois System and/or payment not being made by a Department using a CFOAP, must give a written notice of cancellation at least fourteen (14) calendar days before the Event date to avoid additional penalty besides loss of deposit. Conference Sponsor will be liable to pay 25% of the estimated License Fee (less deposit paid) if written notice of cancellation less than fourteen (14) calendar days but more than ninety-six (96) hours before the Event date. Conference Sponsor shall pay the entire estimated Conference Fee if the University receives a notice of cancellation less than four calendar days before the Event date.

Conference Sponsor affiliated with the University of Illinois System and/or payment being made by a Department using a CFOAP, must give a written notice of cancellation at least fourteen (14) calendar days before the Event date to avoid additional penalty of at least \$500 in a cancellation fee.

**Changes** - Conference Sponsor may reduce the number of participants by 20% of the number specified up to fourteen (14) calendar days before the Event date. After fourteen (14) calendar dates, Corporate Sponsor will be charged the full agreed upon Conference Fee unless the Conference Sponsor wishes to cancel under the penalties listed in 3.0 Cancellation. Similarly, Conference Sponsor may push up the Event Move-Out Date by up to two (2) calendar dates from up to fourteen (14) calendar days before the Event date.

**Confirmation** - The total number of Group participants must be confirmed with the UNIVERSITY or their designee a minimum of fourteen (14) days before the conference check-in date. The Group will be financially responsible for any additional charges generated due to errors or omissions in the scheduling information provided. This confirmation will include a roster.

**Rosters** - A roster with the first and last names of the Group participants, genders, ages (when Group participants are under 18), and the adult Group leaders staying overnight will need to be sent to the Department of Residence Life or their designee no later than fourteen (14) days prior to Group's arrival. Changes to the name of the Group participants are acceptable as long as there is not a change in the number of Group participants or number of rooms needed (see sections on *Cancellation, Confirmation and Guarantee*). It will be the responsibility of the Group booking space to plan accordingly for "unexpected changes", "walk-ins" and "last minute changes."

**MINORS** - Conference Sponsor's Representative must read and understand the Illinois' Protection of Minors Policy (<https://www.uis.edu/news/uis-protection-minors-policy>) and provide all necessary paperwork prior to the conference check-in.

**Group Leaders** – A minimum of one (1) Group leader who is at least 21 years of age (counselor, chaperone, coach, instructor or supervisor) is required per 20 participants for youth groups (participants under the age of 18). All group leaders cannot be assigned to a single floor if multiple floors are in use by youth groups under the age of 18. All staying in Townhouses and/or Apartments must be 18 years of age or older.

**Laws/Policies** – All applicable laws and University policies of the University, City, County, State, and Country must be followed. Information on University policies, rules, and regulations can be located on [www.University.edu](http://www.University.edu).

**Accommodations** – Housing accommodations include rooms (and access to the lounges on the floor(s) of the residence hall where a Group has been assigned if applicable). The Great Room of Lincoln Residence Hall and/or the classrooms of Founders Residence Hall are not lounges. The seating area and/or conference room in the Homer Butler Commons Building, meeting rooms, conference rooms, classrooms, studios, or storage rooms are not included in the room rates and carry an additional charge for usage. These areas are reservable based on availability.

**Beds** - Beds will be unlofted upon arrival. Lofting kits are not available.

**Check-In** - Check-Ins will be handled at the assigned building where the Group will be residing unless prior arrangements are made to handle a check-in at another location. Check-Ins will last 60 minutes unless a specified block of time is designated. Group participants arriving to the building early will not be issued keys unless department staff handling the check-in is ready to begin the check-in process before the specified check-in time. Keys will not be left at any front desk unless prior arrangements and approval are made with the UNIVERSITY or their designee.



**Check-Out** - Check-Outs will be handled at the assigned building where the Conference Sponsor will be residing unless prior arrangements are made to handle a check-out at another location. Check-Outs will last 60 minutes unless a specified block of time is arranged. Conference Sponsor participants arriving to the building early will not have their keys collected *unless* department staff handling the check-out is ready to begin the check-out process. Any and all keys left at the front desk of the residence halls will be considered lost keys and the Conference Sponsor will be charged accordingly. Turning in keys to any campus office other than the designated Check-Out point will be considered a lost key and the Conference Sponsor will be charged accordingly.

**Check-out - Keys** - The charge for lost or misplaced keys is \$50.00 for the bedroom/front door key, \$50.00 for a bathroom key, \$35 for a mailbox key (if applicable), and \$25.00 for a conference card. Charges will be placed on the Conference Sponsor's final invoice. All Conference Sponsor participant keys and cards need to be turned in at the time of check-out. Any keys not accounted for at the check-out time will be considered lost and the Conference Sponsor will be charged accordingly.

**Damages** - Conference Sponsor shall be liable for damage to property and/ premises as a result of any act or omission of Conference Sponsor, Conference Sponsor's employees, agents, invitees, contractors and services vendors or volunteers. Conference Sponsor will be billed for costs associated with any repairs, replacement, especially cleaning or maintenance required from damages and any deposit paid may be applied to the same.

**Floors.** Nothing may be taped to floors without discussion with the University Representative. In some cases, floor tape may be used to secure items. In no instances may nails, tacks, staples, scotch tape, duct tape, packing tape or other materials be used to secure items to any floor surface. However, gaffers' tape can be used with approval of the University Representative.

**Decorations:** Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free standing, including signs. Nails, tacks, staples, scotch tape, duct tape and other such devices to affix materials to surfaces are prohibited. Masking tape or quick release tape, painters' tape or poster putty for securing decorations is permitted. No candles or open flames, no signage or decorations including glitter or confetti are permitted without approval of the University Representative. Please note that the University does not supply extension cords (not allowed), tape, power strips (must have surge protection) or other supplies. The Conference Sponsor is responsible for removing all decorations upon conclusion of the event.

**Elevators** - For building locations that have elevators, Conference Sponsor must inform participants that the elevators are not to be misused or abused during the scheduled rental. Should damages result from misuse/abuse from Conference Sponsor's participants, Conference Sponsor will be responsible for repairs to the elevator(s). Violations may result in removal from department facilities without credit or refund.

**Emergencies** - There are times when an emergency may arise such as fire or injury. During these events you are required to comply with any and all requests of Department of Residence Life staff, the UNIVERSITY Police, Springfield Fire Department, any identified State or Federal law enforcement agency and/or any other University officials acting within the scope of their responsibility in addressing a situation. Any Conference Sponsor participant who is belligerent,

uncooperative, or violent will be removed from department facilities without credit or refund. UIS Emergency Protocol (<http://www.uis.edu/emergencies/>).

**Front Desk(s)** - The front desk at each residence hall has a limited service function during the summer. The front desk of a residence hall will serve as the base for check-in and checkout. During the anticipated check-in times, staff will be present at the front desk. Outside of those times, no staff will be present at the front desk. If a group has special requests, arrangements must be made with the UNIVERSITY or their designee seven (7) days prior to the group check-in date.

**HVAC (Heating Ventilation and Air Conditioning) Units** - In order to maintain a safe environment free of air pollutants, moisture and heat buildup, the HVAC units in the rooms and throughout the building of the Residence Halls must be left on continuously. Windows are not to be opened while the unit is running. Turning the unit off can lead to increased humidity and moisture within the room. Damages caused from a unit turned off by Conference Sponsor participant will be charged to the final invoice.

**Indemnification** - Conference Sponsor agrees to indemnify and hold harmless The Board of Trustees of the University of Illinois, its trustees, employees, volunteers, executors, heirs and assigns, including its Facilities from and against all loss, damage, expense, costs and reasonable attorney's fees, which any of them may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property caused by or through the performance of this Agreement by Conference Sponsor, its agents, employees or students or due to or arising in any manner from the wrongful act or negligence of Conference Sponsor, its agents, employees or students. In the event of any injury, including death, or loss or damage, or claim therefore, Conference Sponsor shall give immediate notice thereof to University.

**Identification** - It is highly recommended that Conference Sponsor participants have some form of photo identification with them upon arrival and always carry this identification with them. It is also highly recommended that Conference Sponsor participants take note of the name of the building they are residing in, the floor number and the room number provided upon check-in. In the event of a lost participant, the UNIVERSITY Police should be notified.

**Lost and Found / Forgotten Items** – UNIVERSITY cannot guarantee the safe keeping of your valuables. UNIVERSITY is not responsible for any of your property that is lost or stolen. Please ensure that Conference Sponsor participants put away valuables and keep doors locked while they are out of the room. If theft does occur, participants may contact UNIVERSITY Residence Life staff to file a report.

**Pets & Emotional Support Animals (ESAs)** – Pets and ESAs are prohibited in all areas during conferences including the check-in and check-out process. The Fair Housing Act does not apply to transient housing intended for a temporary sojourn. This means that the Fair Housing Act does not cover Emotional Support Animals (ESAs). Violation of this policy may result in removal from facilities without credit or refund. Pets/ESAs are not Service Animals.

**Service Animals** – Dogs individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be related to the individual's disability. Other animal species, whether wild or domestic, trained, or untrained, are not service animals for this definition. Conference Sponsor should inform UIS of any service animal accommodations no later than fourteen (14) days prior to Conference Sponsor's arrival.



**Smoking** - Smoking and use of tobacco, e-cigarettes (vaping) and cannabis products is prohibited on all campus property at the University of Illinois Springfield, both indoors and outdoors. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco or cannabis products or any other related waste product on campus property is further prohibited. The Department of Residence Life enforces a strict non-tobacco use policy. Violations of this policy may result in removal from department facilities without credit or refund.

**Sales** - The sale of food or drink (including candy, gum, sandwiches, pizza, water, juices, and carbonated drinks), clothing, apparel and equipment is prohibited on University of Illinois property unless approved in writing five (5) days prior to check-in. If approved, the sales must adhere to existing campus policy.

**Space** - Bed spaces are reserved based on a signed conference agreement between the Group and the UNIVERSITY or their designee. At any time, a space, floor, room, or building can become unavailable due to facility projects and routine upgrades or maintenance outside the control of Residence Life or the University of Illinois at Springfield. Alternative accommodations, similar in layout, may be substituted at the discretion of the Department of Residence Life.

**Special Accommodations** - Conference Sponsor must communicate in writing to the Director of Residence Life or their designee any special accommodations and/or arrangements no later than fourteen (14) days prior to the Conference Sponsor's arrival. Requests should be included in the Special Requests section of this agreement.

**Surcharge** - The Summer Conference season is from the first week of June to the first week of August. Any Group or Group participant(s) that arrive earlier than the season begins or departs later than the season ends may be subject to a \$400 service charge billed to the Group's final invoice.

**Weapons Policy** – The use and possession of firearms, fireworks, BB guns, pellet guns, air guns, paint ball guns, stun guns, potato guns, bows and arrows, slingshots, water cannons, knives, swords, switchblades, machetes, throwing stars, bombs, nun chucks, items that imitate weapons, or other devices containing an explosive or caustic substance is prohibited by the University and the Department of Residence Life. Fixed blade knives over 3 inches long, excluding kitchen knives, are not permitted. Any Conference Sponsor participant in possession of one of these items will be removed from the premises and no refund will be issued. [www.uis.edu/policy/weapons-possession-policy](http://www.uis.edu/policy/weapons-possession-policy)

**Alcohol** - Alcohol is strictly prohibited in all areas unless written exceptions / approval to the possession and/or consumption of alcohol is obtained five (5) business days prior to arrival. If an exception is granted, alcohol must be inside of assigned room(s) with the door closed. Alcohol is not permitted in public spaces including lounges, hallways, stairways, lobbies, meeting rooms, classrooms, conference rooms, common spaces or outside of the building(s) within 100 yards. Persons consuming alcohol must be 21 years of age; all local laws apply.

**Force Majeure.** A party shall be excused from liability for its failure or delay in performance of any obligation under this agreement due to an event beyond that party's reasonable control, including but not limited to acts of God, fire, flood, explosion, earthquake, or other natural disaster, war, civil unrest, strike or labor disturbance, acts of government, such as government-declared disaster, pandemic or public health emergency, or any other event that renders the party's performance impossible or illegal. Such excuse from liability shall be effective only to the extent and duration of the event causing the failure or delay in performance and only if the party has not caused the event to occur and continues to use diligent, good faith efforts to avoid the effects of the event and to perform the obligation if possible. The party claiming force majeure must give notice to the other party promptly upon becoming aware of the event.

### **Prohibited Activity –**

- Conference attendees under the age of 18 may not be without adult supervision.
- All Group attendees must wear shoes, shirt, and pants while in public areas.
- No running in the lobbies, hallways, or stairwells. "Horseplay" is not allowed.
- Sports, including but not limited to ball playing, Frisbees, putting/golfing, shaving cream, and projectile throwing, in stairwells, hallways, lobbies, laundry rooms, or other inside areas are strictly prohibited.
- Bicycles are not to be stored inside the residence halls. Bike racks are provided outside the building for use and convenience. Bikes can be stored in Townhomes/Apartments provided they do not block doors, not placed in front of windows, or block exit paths.
- Alcohol, drugs, drug paraphernalia, fireworks, illegal bio-chemical substances, flammable liquid or powders, weapons including, but not limited to, firearms (handguns, shot guns, semi-automatic and automatic weapons) and ammunition (bullets or shells), bombs and bomb making materials, radioactive materials, threats against an individual or individuals, property and/or physical violence and gambling, with or without monies are all strictly prohibited. Any action taken by a Group participant that violates these rules is grounds for immediate removal from department facilities and referred to the UIS Police.
- Tampering with fire safety equipment including smoke detectors, pull stations, blue light poles, extinguishers, fire exit doors, audible speaker boxes, lighting, or fire panels is grounds for immediate removal and referral to the UIS Police.
- Do not let strangers into the buildings. If you have a problem with someone who is not a member of your Group, please contact the main office for the Department of Residence Life (217)206-6190 or UIS Police emergency (217)206-7777 OR UIS Police non-emergency (217)206-6690.
- For your security and safety, the disabling, circumventing, including the propping open of doors and/or tampering of security devices is strictly prohibited. The duplication of keys and other access devices is strictly prohibited. Security breaches and/or violations are grounds for removal from department facilities.

- For your safety, Group participants should carry their assigned room keys and conference card with them at all times. Lock your room door when leaving your room EVEN if it is to visit someone down the hallway. Never trade your room keys or room space with another conference participant. Never leave large amounts of cash in your room unattended. The Department of Residence Life is not responsible for lost, stolen or misplaced property.

We hope your conference stay will be enjoyable and please do not hesitate to contact the Department of Residence Life with any questions or concerns.