

YOUTH CONDUCT REGULATIONS FOR N.A.U RESIDENCE HALLS

All participants in youth groups at Northern Arizona University who reside in residence halls are required to comply with the following rules and regulations. The purpose of these rules is to insure the safety and comfort of all participants, as well as, insure the proper care of all facilities.

SAFETY

- Fire alarms - When you hear an alarm, please exit the building immediately. Please do not tamper with any fire safety equipment.
- Windows - Do not remove screens or go in and out of the building through the windows. There will be a \$15.00 reattachment fee for each window left without a screen. There will be a damage fee if the screen is damaged or can not be reattached.

COMFORT

- Refrigerator – For your convenience and comfort a refrigerator is available in each room. Each guest is required to empty and clean the refrigerator prior to checking out to avoid any cleaning fees. (Cleaning fee \$25/ hour; minimum 1 hour)
- Noise - Please keep noise to a minimum, especially after 10:00 p.m. (this includes inside and outside the building). At times there are several groups in the building - each with different waking and sleeping schedules. Please be considerate of others at **all times!**
- Repairs - If you find any need for repairs, please report them to your counselor or to the hall desk. We want to make sure that the room is comfortable for you during your stay.
- Furniture – While the furniture in many buildings is moveable, it is not allowed to be removed from rooms (or lounges). **Beds are not allowed to be bunked.**
- No pets are allowed on the university campus or in the residence halls. Only dogs that are trained and certified as "working animals" are allowed in campus buildings. Staff must be notified at least 2 weeks in advance if such accommodation is necessary.

SECURITY

- Keys - If you lose your room key, please report it to your counselor or a hall staff member as soon as possible. There will be a \$20.00 charge (\$40 in Mt.View) for room keys and a \$30.00 charge for SE keys that are lost or not turned in. Please make sure that you do not take your keys home with you. The university changes the locks immediately on rooms with missing keys. You will be billed the lost key charge even if you mail them back.
- Always lock your door - even when sleeping - unless your counselor tells you otherwise. It's important to protect your possessions. We are not responsible for items that are lost or stolen.
- Entrance doors will be locked at 11 pm and unlocked at 7 am. Please be aware that, between these times, you can get out of the building, but you will not be able to re-enter without an entrance key. **Do not prop open entrance doors.**

CLEANLINESS

- Help keep our campus clean! - Please make sure that you place your trash in trash cans - whether in your room, in the lobby, or out on campus.
- Lobby use - If you rearrange lobby furniture while you use it, please put it back in its original set-up when you are done so that others can enjoy it!

DEPARTURE

- Trash - Please place all loose paper, wrappers, etc. in the trash can. This will help our staff get the room ready for the next occupants. A cleaning fee is assessed for excess trash left in rooms.
- Linen - Leave university linen on the bed - unless your counselor has given you different instructions.
- Keys - Make sure that your keys are turned in to the desk or your counselor so that you are not charged for a missing key!
- Damages - Please note that all conference participants are responsible for any charges related to damages to the room fixtures or furniture.

VISITATION POLICY

- Members of the opposite sex are not allowed to visit conference participants on the floors, but should be met in the lobby. For further guidelines in other buildings, please ask your counselor!

SPECIAL NEEDS

- If at any time during your stay you experience special needs regarding a disability, please be sure to inform a staff member so that an effort can be made to accommodate your needs.

FIREARMS AND WEAPONS

- Possession, use, or sale of any incendiary, explosive, or destructive device or any firearm on the university campus and within the residence halls is not permitted. At no time will live ammunition of any type be permitted in or on university premises.

SMOKING OR ALCOHOL ARE NOT PERMITTED

Revised 5/9/07

WE HOPE YOU ENJOY YOUR VISIT AT NAU. PLEASE JOIN US AGAIN SOON!