



Department of Housing and Residence Life

Ms. Adrina Russell,
Director of Residence Life

Guidelines for Camps and Conferences



Residence Hall Policies

The following is a list of university rules and regulations that apply directly to summer conferences and camps. Please see that you and your participants know and understand these important policies.

- Participants are expected to follow the rules and guidelines provided by the program coordinator of the group renting the residence hall as well as FSU University Officials. Copies of FSU Guide to Residential Living will be provided to the coordinator and team leaders.
- Possession of firearms or weapons of any kind, ammunition, fireworks, explosives, or highly flammable materials in the residence halls are prohibited.
- Possession of alcohol or drugs (without prescription and consent from parent) on state property is strictly prohibited.
- Smoking is strictly prohibited in the residence halls.
- Participants may not occupy windowsills, roofs, or any other external appendage of FSU facilities.
- Tampering with or removal of windows, window screens, fire systems, fire-fighting equipment, or emergency call systems is not tolerated. Please do not hang any items on the sprinkler heads found in the residence hall rooms.



Residence Hall Policies

- All camp participants are expected to respond and evacuate the building in the event of a fire drill or fire emergency.
- Behavior dangerous to persons or property including fighting or threatening another person is not allowed.
- Report all lost or damaged keys/cards to the Department of Housing and Residence Life, the Residence Hall Staff, Camp Coordinator or Residence Life Administrator (RLA) **immediately**. We will provide you with a replacement key or key card.
- Lost keys charge: Main Campus Buildings with a physical key will cost \$65 for a replacement key; buildings with Key Card Access are \$30 per replacement card. Lost key charges are added to final invoice.



Camp and Conference Guidelines

- All camp participants are expected to sign an FSU Release and Waiver of Liability Form prior to moving into the buildings. Housing and Residence Life Camp Coordinator will send waivers to each program coordinator in advance of your arrival on campus.
- Notify the Department of Housing & Residence Life immediately when any incidents occur (policy violations, injured camp participants, etc.) In case of an emergency please contact Campus Police at 910-672-1911.
- Groups should always remain together. Check on participants frequently, especially at night. Please do not allow any minor to be unescorted/unattended while in the halls and/or on campus.
- If your group has male/female participants, the camp must provide both genders as chaperones.
- All meals must be coordinated through the Bronco Card Office and are invoiced separately from the housing charges. Contact Mr. Donald Pearsall at 910-672- 1053 or Mr. Anthony Watson 910-672-1735.



Camp and Conference Guidelines

- Please be considerate of other groups. The residence halls are limited to camp participants only. However, camps may have to share the building with other groups. It will be the responsibility of the camp coordinator to set and enforce the rules for program schedules and curfews.
- If parents need to contact a student for emergency purposes, depending on your group you may have a direct contact number you share with parents. Residence life will occasionally staff the front desk in the residence halls, and they'll be signage posted with the building cell phone number for our staff to assist them.
- All staff and participants are invoiced for their stay in any residential facility.
- All parking needs must be facilitated through FSU Police Department.



Staffing

- Each Camp is responsible for providing staff to meet the needs of their camp's participants.
- The Department of Housing & Residence Life will staff the front desk area occasionally, conduct periodic rounds of the building, and address maintenance concerns. If someone isn't on duty there will be live-in staff with a building specific cell to assist with questions and immediate on-site assistance with lock outs and emergencies.
- A Residence Life Administrator (RLA) will be on call weekly to answer any questions and respond to any issues and/or emergencies. You will be given direct contact with FSU camp and conference coordinator.
- Property Security Officers will be present at each residence hall from 10pm – 6am daily.