On behalf of Conference Services, we are pleased that you have chosen Montana State University for your accommodations. We have a wonderful and eager staff on hand to provide assistance and make your stay an enjoyable one. We ask that you please take a moment to familiarize yourself, as well as your participants, with the following residence hall policies. Please feel free to contact any of the Conference Services staff should you have any questions.

Enjoy your stay!

MSU Conference Services

I. Behavior

Respect the rights of all guests, appropriate and respectful behavior is required at all times.

Noise

Excessive noise and failure to comply with “quiet hours” will not be tolerated. Quiet hours are 9:00 p.m. to 9:00 a.m. 7 days a week. Quiet hours will be enforced. All audio equipment (including but not limited to radios, CD players, televisions) are to be kept at a reasonable volume at all times.

Damages / Vandalism

A charge will be assessed for any damages to property or content of the housing facilities by a group or individual participant. Charges will be passed on to the contracted group or individual participant if not part of a contracted group.

Harassment

Harassing behavior, which includes threat to others or their property, is prohibited.

Sexual Harassment

Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, is prohibited.

False Alarms
Tampering with or misuse of elevator alarms, emergency call buttons or calling 911 from an elevator phone, except in an emergency, is against the law and will not be tolerated. Pulling a fire alarm, except in an emergency, or tampering with fire equipment is against the law and punishable as a misdemeanor. University Police will enforce these laws.

II. Illegal Substances

Alcohol

In compliance with Montana State Law and the Montana University System Board of Regents, possession and consumption of alcohol is prohibited in all areas except by individuals of legal age (21 years old) in private sleeping rooms.

Drugs

Montana State University does not tolerate drug use on campus.

III. Prohibited Substances/Equipment

Smoking

MSU buildings are smoke free. Visitors are required to be at least 25 feet from a building when smoking.

Weapons

All weapons (including but not limited to guns, ammunition, explosives, fireworks, knives, bows) are prohibited in residence halls.

Open Flames

Open flames (including but not limited to candles, incense, matches, oil lamps, lighters) are prohibited in residence halls.

Street Equipment

For safety reasons, skateboards, rollerblades, motorized wheeled scooters and skates are prohibited both in the residence halls and the exterior areas of the buildings. Bikes are not allowed in the halls but may be parked in the bike racks outside of the building.
Animals

Animals are not allowed in residence halls unless aiding a person with a disability (Seeing-impaired dog).

IV. Common Areas

Cooking

Cooking is allowed only in kitchens designated for conference use. Policies and kitchen access procedures are outlined at the appropriate residence hall front desks. Failure to adhere to kitchen use policies will result in loss of access. Cooking is not allowed in sleeping rooms or any other common areas.

Lounges

Public lounges are available for guest use. Lounges, conference rooms and tutorials may be reserved for the exclusive use of a group by contacting Conference Services.

Restrooms

Restrooms are communal and on each floor. When mixed genders are assigned to a floor, restrooms will be marked gender specific by the use of signage on the doors.

V. Reservations & Building Access

Check-in/Check-out Times

Check-in time is 1:00 p.m. and check-out time is 11:00 a.m. Special arrangements must be in advance of the conference date to alter these times. If no previous arrangements have been made, an additional night's charge will be assessed for all reservations.

Lost or Damaged Keys

Guests are responsible for returning issued keys to the front desk at the time of check-out. Any keys not returned by a contracted group will be billed for all rekey or damaged key charges. Individual guests, not part of a group, will incur rekey or damaged key charges at time of check-out.
Special Needs

Guests requiring special assistance or those needing additional assistance during emergency situations are asked to notify Conference Services prior to the arrival date or the desk clerk at the time of check-in.

Building Entry
For security reasons, front doors will be locked from 11:00 p.m. to 6:00 a.m. All other doors will be locked 24 hours a day. Front desks will be staffed 24 hours a day and available to allow access to guests during those hours. Only guests registered at a specific hall will gain access and guests without proper identification will not be allowed to enter the hall. Outside doors are not to be propped open for any reason at any time. Failure to adhere to this policy may result in eviction.

Room Entry

The University respects the right to privacy of all guests. However, the University reserves the right to enter a sleeping room at any time for safety, health, welfare and maintenance purposes. Every effort will be made to give prior notification for maintenance entries. Guests may not block or restrict entry of any University official.

Room Cancellation

Cancellation of a partial or total room reservation must be received by Conference Services at least 24 hours prior to arrival to avoid being charged for one night's stay for all rooms in a reservation block. Individuals or groups will be charged for the entire reservation for any rooms not released by 5:00 p.m. on the arrival date.

Room Occupancy/ Capacity

Sleeping rooms are arranged for single or double occupancy. Rooms are to be occupied only by guests for whom they are reserved. Room reservations are not transferable. The maximum number of guests in a room is not to exceed the number of beds placed in a room at the time of check-in. An exception to this policy is when a child under the age of 6 is one of the guests. In this case, the maximum number will increase to the number of beds plus one. Violations will result in additional charges or possible eviction.
Front Desk Services

Residence hall front desks are staffed 24 hours a day, 7 days a week to assist guests. Desk services include linen and towel exchange, fan and refrigerator check out, parking tag and laundry card purchase and general campus or Bozeman information.

Liability

The University does not assume liability for the loss or damage of the personal property of the guests in a residence hall. For safety and security reasons, guests are advised to always lock sleeping rooms doors even while occupied or in the restroom.

VI. Emergency Procedures

Fire Alarms

Evacuation during fire alarms is mandatory. Guests are required to vacate sleeping rooms or common areas and exit the building during a fire alarm or other emergency evacuation. Chaperones of children under the age of 18 are responsible for the evacuation and accountability of those minors. Conference staff will not enter and evacuate each room. Guests must follow & comply with all posted fire and safety signs.

Violations to any of the above policies may result in action from the University Police and/or eviction from the residence hall.

VII. Groups with Child Participants

All conferences or camps that will house participants under the age of 18 in the MSU residence halls must abide by the following additional rules. (Conference and camp coordinators receive a copy of these rules prior to arrival and must sign with acceptance to follow.)

1. All groups must provide adequate adult supervision of the children. MSU has only a minimal staff during the summer months and provides no supervision services. To assure adequate supervision, each group must have one (1) adult chaperone for each ten (10) participants under the age of 18. A list of chaperones must be provided by the group at check-in or prior to arrival. Chaperones in the ratio of 1:10 must stay with the participants in the Residence Hall and must be present from the time the first child participant arrives until the last child participant departs.
2. The group must identify a Primary Chaperone who will be the liaison with the Conference Housing staff. This person must attend an initial meeting with the Conference Housing staff upon arrival.

3. The group chaperones must establish an on-call schedule for chaperones that will identify the chaperone that will be available in case it is necessary for the Conference Services personnel to contact someone. A copy of the schedule must be given to the Conference Housing staff at check-in.

4. The chaperone on duty is to remain in the Residence Hall so long as any participant under the age of 18 is in the Residence Hall. If the chaperone will be away from his/her room, a telephone number, cellular phone number, pager, or other means of communication will be provided to Conference Housing staff so that the chaperone may be contacted if needed. It is the responsibility of the group to arrange for adequate means of communication with the chaperone on call.

5. The Primary Chaperone is responsible for educating the chaperones and the participants on the Residence Hall and University rules and regulations and evacuation procedures in the event of an emergency. Chaperones must be prepared to organize the orderly evacuation of their participants if an emergency should arise. It is recommended that each chaperone be assigned particular children for whom they are responsible to safely evacuate in the case of an emergency evacuation.

6. Chaperones are required to enforce the Residence Hall and University rules and regulations, and assist Conference Housing staff in check-in/check-out procedures, collection of any lost/bent key charges and damage charges, and enforcement of rules.

7. Chaperones shall immediately report medical emergencies, building maintenance concerns, or other concerns to Conference staff.

Montana State University Conference Services - 406-994-6583 - shannon.barton@montana.edu