

2016
Summer Camps and Conferences
Information Packet

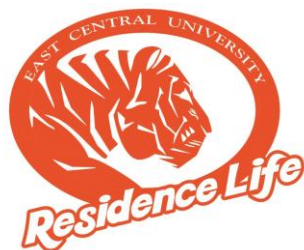


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Welcome to East Central

Thanks for considering East Central University for your summer camp or conference. Whether you need a destination for an entire event or just a place to eat and sleep, you'll find it all at ECU: guest rooms, dining, sports and recreation, conference facilities, presentation equipment, security—everything your group needs to conduct a successful event.

Residence Hall Services

Most rooms in our residence halls are furnished with two single beds, closets, two desks, two dresser units with ample drawer space, and a bath with a walk in shower.

Located directly east of the library, Pontotoc Hall accommodates 300 guests, with a main lobby where you'll find an information desk, as well as two other lobby areas that can be used for lounge and meeting space.

Located directly east and attached to Taff Cafeteria, Briles Hall accommodate 150 guests, with an information desk in the main lobby on the third floor, and an additional lounge on the first floor.

Guests' mail and messages are held at the information desk for pick up. Mail sent to guests at ECU may be addressed to:

Name of guest
Name of conference
1100 E 14th St PMB R-7
Ada, OK 74820

The residence halls have all the other conveniences you would expect: snack and drink machines; free laundry facilities; lounges; and meeting areas.

The housing department will provide staff to conduct check-in and night guards. They will also provide you with contact information for housing personnel.

Things to Bring

Pontotoc Hall and Briles Hall beds are XL twin. All other rooms are equipped with a "regular length" twin size bed. Guests will need to bring their own bedding, toiletries, curtain/curtain rod and television/computer (if desired). Our rooms do not have a full length mirror, so you may want one of these as well. There is a window in your room, if you wish to have window coverings please bring them, for we do not provide curtains or blinds for you. You may also need irons and ironing boards if your wardrobe requires them.

Other Campus Services

Meetings

ECU offers a variety of meeting rooms, auditoriums, and classrooms to accommodate your camp or conference's needs. The Information Desk located in the Bill S. Cole University Center is responsible for reservation concerning the ballroom and the ESTEP auditorium. To make a reservation, feel free to contact Robert Hayes at 580-559-5742.

The classroom and meeting spaces located in the Chickasaw Business and Conference Center (CBCC) can be reserved online by going to www.ecok.edu/bcc. On this website, you will be able to find information about each available space, as well as an online form to request space. If you have any questions regarding the reservation website, request form, or CBCC space, you may contact Bridget Forshay at 580-559-5296.

Any classroom that is not in the CBCC is reserved through the Academic Affairs Secretary. These reservation are for classrooms only. Any labs, including computer labs, must be reserved through the Department Chair of the department responsible for the lab. To contact the Academic Affairs Secretary, please call 580-559-5204.

If you are looking to reserve any of the theatre spaces in the Dorothy Summers Auditorium or the Hallie Brown Ford Fine Arts Center you will need to coordinate and inquire with Scott Secore by emailing him at sscore@ecok.edu. All requests must include a thorough description of what you are intending to use the facility for and the exact dates & times you will be needing the facility.

If your camp or conference is looking to utilize laptops, data projectors, televisions, and DVD players, those can be rented from Media Services located in the Library Annex on the second floor Linscheid Library. For reservation information, please contact them at (580) 559-5588.

Transportation

The Information Desk at the Bill S. Cole University Center handles all transportation arrangements with university vehicles. The cost for local trips is \$20 per vehicle for each trip. If a driver has to be provided, an addition \$10 per hour will be charged. Time will begin when the driver is told to pick the group up and will not end until the last group is dropped off. Out of town trips will consist of \$2.00 per mile for the 37 passenger bus with a driver included, given that the driver is a salaried employee of the University. If the driver is a contracted driver, it will be \$1.00 per mile and \$20.00 per hour from the time the group is picked up and dropped off. Overnight trips with non-salaried drivers will be contracted for \$200.00 per day trips and will provide a room, meals, and admittance to events if he/she wants to participate in the event, and \$1.00 per mile mileage fee. For any additional information regarding these services, please contact the Robert Hayes at 580-559-5742.

Recreation

The Bill S. Cole University Center offers game tables such as pool, foosball, and ping pong. It also houses the Tiger Cinema that can be used to watch movies. These are all available for \$4.00 per person per week. Popcorn will be available upon request. For any information additional regarding these services, please contact Robert Hayes at 580-559-5742.

Located on the second floor of the University Center is the Tommy Hewitt, M.D. Wellness Center which includes a workout facility, basketball gym and indoor swimming pool. For information regarding use of the facility, please contact Holly Christian at 580-559-5745.

Need more information from specific departments? Check the numbers listed on the back of this brochure.

2016 Conference Dates and Times

Conference services are available beginning, Sunday, May 15, 2016. Our last night of conference service will be Friday, July 22, 2016 with check out before noon on Sunday, July 24, 2016.

Check in for conferences will begin at 2 PM.
Check out for conferences will be 10 AM.

Times for check in and check out times may be changed on a case by case basis. Flexibility will be determined by schedule of all conferences. Additional charges may be incurred for checking in early, or checking out late.

2016 Conference Rates

Room rates

\$35/night

Food service rates

Housing and Residence Life will arrange your standard daily meal service through Taff Cafeteria, and meal charges will be invoiced to your summer camp or conference. Please fill out the enclosed summer program reservation form, including special dietary needs. We will need a guaranteed meal service count three days prior to the start of your conference. Please note that, after this date, you may be billed for the guaranteed number, despite cancellations. Listed below are food service rates and Taff Cafeteria hours:

Food service rates in the Taff Cafeteria are \$21.15 per person, per day, or \$7.05 per person per meal.

Monday through Friday

Breakfast	7:00 a.m. – 8:00 a.m.
Continental	8:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 12:30 p.m.
Dinner	4:30 p.m. – 6:00 p.m.

Saturday and Sunday

Breakfast	7:00 a.m. – 8:00 a.m.
Continental	8:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 12:30 p.m.
Dinner	4:30 p.m. – 6:00 p.m. *Saturday Only*

There is also a Snack Bar located in the Bill S. Cole University Center. Summer hours are 8:30am – 3:00pm. Monday-Friday. They serve all the convenience food items including fountain drinks, hot & cold sandwiches, candies, smoothies and even fresh coffee(s) from Starbucks! Both the cafeteria and the snack bar accept cash and debit/ credit cards and there is an ATM located in the University Center as well.

Important rate information

Please make sure to identify the per-guest charge for room and board—distinctly and separately—from other charges in all your promotional and recruitment materials.

Please remember that these room and board rates do not:

- ❑ Reserve public areas for the use of your group
- ❑ Include room set-up, audiovisual equipment, transportation, or telephone service
- ❑ Include snack or break refreshments, special preparation of meals, or banquets
- ❑ Sponsor will be liable for any damage to or loss of University property and facilities resulting from the negligent or intentional acts of person associated with this program. Sponsor will be billed \$75 for each room key not returned during established check-out times. Outside doors require electronic cards for entrance to buildings. Cards will be issued to as needed. Sponsor will be billed \$25 for each issued card not returned. Charges for other items which are lost or damaged will be based on replacement costs and labor charges.

Housing and Residence Life will invoice your organization/department for all services provided on your behalf, with payment due within 30 days* of the date of the invoice.

Refunds will not be given for no-shows, meals not eaten, or guests who arrive late and depart early. Please be sure the list you furnish is accurate.

Please plan to meet *with Housing and Residence Life at least three weeks prior to your event to make conference reservations and to review information outlined in the conference profile.

Questions? Call the Housing and Residence Life Office at (580) 559-5602.

*Without this meeting, we reserve the right to cancel your camp/conference accommodations.

What We Need From You

Parking permit arrangements

If any member of your camp or conference is needing to park in a lot outside of the resident hall parking areas, they will need to obtain a guest parking pass. These passes are issued at the University Information Desk located in the Bill S. Cole University Center. For more information about guest parking passes, feel free to contact Robert Hayes at (580) 559-5742.

Guest supervision

You'll be responsible for arranging an appropriate number of counselors to stay in the residence halls and provide adequate supervision for members of your group. Youth guests must be supervised at all times while on Housing and Residence Life property (at least one adult for every 20 youths). College students may be able to provide extra supervision for youth guests, but you'll still be responsible for adequate adult supervision.

Responsible publicity

Please be sure that all publicity for your conference accurately represents ECU and/or Housing and Residence Life in accordance with the information in the conference planning guide and the summer program agreement.

Security awareness

All exterior door to the residence halls will be locked. You will need the issued card to access the building at any time.

We rely on your cooperation to maintain adequate security, so please make sure your youth guests are supervised closely at all times. Please advise guests not to prop open doors for any reason.

Housing and Residence Life staff will help monitor main entrances in the evening. A staff member will make periodic rounds to check doors, lobbies, and parking lots. However, you and your staff play a crucial role in maintaining building security.

Emergency awareness

Information on fire and severe weather procedures will be available at check-in. We'll also look to your leadership and that of your staff, should any emergency situation arise.

Medical emergencies should be referred to local hospitals. Call 911 or ask members of the housing staff or the University Police Department at (580-559-5555) for assistance.

Room assignments

You can make room assignments or let us do it. We'll need your alphabetized information at least one week before guest check-in, preferably in an electronic Microsoft Excel format. Then we'll provide a map of floor layouts and room numbers well in advance of your arrival. Here are the general formats that work best for us:

If you make the room assignments:

Two typewritten, alphabetized (by last name, please) guest lists, one for females and one for males. They should look something like this:

(Name of your conference)

Females		
Guests	Room #	Single or Double Room?
Adamer, Jonna	1423	D
Bower, Florida	1501	S
Crawl, Liz (etc.)	1423	D
Counselors		
Ahzein, Jenifer	135	S
Portnoy, Clementine (etc.)	139	S

(Name of your conference)

Males		
Guests	Room #	Single or Double Room?
Adams, John	1423	D
Bowman, Fred	1501	S
Crede, Joe	1423	D
(etc.)		
Counselors		
Aberman, Ken	135	S
Stuhlinger, Gerhardt	139	S
(etc.)		

If we make the room assignments:

Two typewritten, alphabetized (by last name, please) guest lists, one for females and one for males. They should look something like this:

(Name of your conference)

Females	
Guest	Desired Roommate
*Adamer, Jonna	Dela, Georgeanne
Bower, Florida	
Crawl, Liz	Single Room
*Dela, Georgeanne	Adamer, Jonna
(etc.)	
Counselors	
Abman, Kelly	Single Room
Berd, Lucy	Dert, Bertina
Dert, Bertina	Berd, Lucy
(etc.)	

(Name of your conference)

Males	
Guest	Desired Roommate
*Adams, John	Dela, George
Bowman, Fred	
Crede, Joe	Single Room
*Dela, George	Adams, John
(etc.)	
Counselors	
Aberman, Ken	Single Room
Berd, John	Dert, Bert
Dert, Bert	Berd, John
(etc.)	

*Note: Please list each and every guest under the left name column. If they have a desired roommate, please also list that name under the desired roommate column. Just leave the space blank, if they don't. (Yes, some names will appear twice.) For guests who want a single room, please indicate that in the desired roommate column.

Prior to checking in, our staff will have accessed the current condition of rooms assigned to each group. You are strongly encouraged to walkthrough the building immediately prior to checking in guests. If you would like this option, please contact our office and a staff person will be assigned to walkthrough with you. This walkthrough allows the camp/conference host and housing personnel to share notes about the condition of the rooms prior to move-in. Any damages that are found in the rooms will be billed back to the camp/conference. This walkthrough is an opportunity to ensure that there are no pre-existing conditions.

Camp sponsors are responsible for informing campers about any camp specific rules while inside the building as well as ensuring that all rules are followed. Camp sponsors must also provide housing staff with a contact phone number. This number will be used anytime there is an emergency, or discipline issue.

At the completion of the program, each counselor should complete post-camp/conference walkthrough to ensure that there are no damages and that the room is in the same condition it was upon move-in. Any cleaning issues or damages will be billed back to the camp/conference. Once the walkthrough is complete, keys can be inventoried and returned. If you have concerns about conditions of your rooms, a staff person can walk through the building with you.

Policies

- ❑ ECU is a tobacco free campus. Smoking and possession of tobacco products is prohibited in all rooms and public areas of the University.
- ❑ ECU is a dry campus. Conference guests, even those of legal drinking age, may not consume or be in possession of alcohol on University property.
- ❑ Conference guests should respect the rights of other building occupants at all times by exercising care not to make excessive noise inside or outside the building.
- ❑ Conference guests may only visit floors housing members of their own group; any violation may result in immediate dismissal from the residence halls.
- ❑ Keep rooms clean and throw all trash in the trash bins located outside of each building
- ❑ Recreational activities are not permitted inside residence halls.
- ❑ Tampering with or misusing fire alarms, smoke detectors, fire equipment, or building doors is strictly prohibited, and may result in removal of a guest from the halls and subject to legal action.
- ❑ Firearms, explosive devices, weapons, or any other items which might endanger the health or safety of others are not permitted in or around ECU campus including Housing and Residence Life property.
- ❑ Pets are prohibited in or around Housing and Residence Life property.
- ❑ All service/assistance animals must be registered with Housing and Residence Life. All animals must have appropriate documentation at all times. Failure to have documentation will result in removal of the animal either by the guest or by Housing and Residence Life staff.
- ❑ All animals confiscated by Housing and Residence Life staff members will be turned over to Ada Humane Society or other appropriate organization.
- ❑ Guests may not move furniture or remove screens from windows.
- ❑ Movies with the FBI warning against public viewing may not be shown in public areas of the residence halls.
- ❑ Solicitation in and around Housing and Residence Life property is prohibited. Please report any violations to a member of the staff immediately.
- ❑ Verbal or physical abuse or threat of abuse or conduct which threatens health or safety is prohibited.
- ❑ Chalking of any permanent objects, such as buildings and sidewalks, is prohibited.
- ❑ Conference staff and guests must cooperate fully with the Housing and Residence Life and University staff members.

Contact Information

Ready to make reservations? Have questions that aren't answered in this packet? Give us a call at any of the numbers shown below.

For Residence Halls Services/Reservations

Housing and Residence Life
1100 E 14th St PMB R-7
Ada, OK 74820
(580) 559-5602
housingresidencelife@ecok.edu

For Billing Information

Housing and Residence Life
1100 E 14th St PMB R-7
Ada, OK 74820
(580) 559-5602
housingresidencelife@ecok.edu

For Catering/Food Service Information

Rick Haight
Director, University Dining Services
(580) 559-5516
rhaight@ecok.edu

For Bill S. Cole University Center Information, Transportation, and Ballroom and ESTEP Reservations

Robert Hays
Director
(580) 559-5742
rhayes@ecok.edu

For Campus Classroom Reservations

Academic Affairs Secretary
(580) 559-5204

For CBCC Reservations

Bridget Forshay
Director of the Business Conference Center and
ECU Arts Business Incubator
(580) 559-5296

For Theatre Reservations

Scott Secore
Artistic Director
Business, Operations & Production Manager
Hallie Brown Ford Fine Arts Center
sscore@ecok.edu

For Audiovisual Equipment Reservations

Media Services
(580) 559-5588

For Tommy Hewitt M.D. Wellness Center Information

Holly Christian
Director of the Tommy Hewitt,
M.D. Wellness Center
(580) 559-5745

For Emergencies (24-Hour Telephone Line)

University Police Department
(580) 559-5555
911 (for immediate response on campus)