



## WVWC CONFERENCE GUEST GUIDELINES

We look forward to welcoming you to West Virginia Wesleyan. We embrace a community that is based on respect and consideration for all individuals. Respecting the rights of others is essential for maintaining a comfortable environment and is required of all guests. Enjoy your stay on campus!

The following information has been designed as a quick reference for WVWC conference guests. If you have any additional questions please call Kristin House, Coordinator of Conferences at 304-473-8441.

### **Conference Staff**

Each residence hall is staffed by a Summer Conference Assistant who lives there 24 hours a day. This staff person is there to assist you with all your residential conference needs, ie. Check in/check out, Keys, light bulbs, maintenance requests, lockouts, etc...

### **Campus Security**

Campus Security is available 24 hours. The phone number is 304-473-8011. Emergency Call Boxes are strategically placed across campus and dial directly to Campus Security. There is also a Summer Conference professional on duty and available 24 hours a day at 304-613-9316.

In the event of an emergency, please dial 9-911 from any campus phone. Conference Leaders – please contact the Summer Conference staff on duty after contacting Campus Security or 911.

### **Parking**

During the summer months, long-term parking is available in any parking lot on campus. Throughout the academic year, parking is available in visitor lots only, with no overnight parking.

Vehicles parked in marked areas (Handicapped, Loading Zone, Fire Lane, No Parking) may be subject to tickets, towing or booting by Campus Security.

### **Emergency Procedures**

In the event of a fire, DO NOT USE THE ELEVATOR. Calmly and quickly proceed to the nearest exit, get away from the building and join your conference group. Do not re-enter the building until the Fire Department, Campus Security or Summer Conference Staff has indicated it is safe. False alarms and tampering with fire equipment or smoke detectors are serious violations. Fines up to \$500 will be issued to individuals or groups violating fire regulations. To report a fire, health or safety emergency, dial 9-911 from any phone on campus.

In the event of a major emergency of any kind, the WVWC conference staff, along security personnel will alert group leaders and assist in evacuation.

Campus Security, the College Information desk and the Summer Conference Office, maintains a copy of each conference groups roster, schedule and room reservation list in order to quickly contact guests in the event of an emergency.

Evacuation diagrams for each building are posted on the backs of the doors and in the hallways.

**Alcohol and Drugs**

The possession or use of alcohol and/or illegal drugs is prohibited at WVWC.. Guests found in possession of any controlled substance will be required to leave immediately. Such incidents will result in notification of law enforcement agencies.

**Air Conditioning**

Wesleyan has one newly renovated and one brand new residence hall that have air conditioning. There are a limited number of air conditioned rooms in the older residence halls. In the non air conditioned buildings, window fans are permitted, but screens must be left in the windows. Small window air conditioners are prohibited.

**Bed Linens**

For added comfort, all mattresses are "extra-long" twin size (36" x 80"). Linens (sheets, pillows, towels, etc) are typically the responsibility of the individual guest. If you wish to rent linen, we must know the final count two weeks prior to your arrival. Linen prices are available on the price list.

**Bookstore/Post Office/Convenience Store**

The WVWC College Bookstore sells a variety of books, supplies, toiletries, clothing, cd's and memorabilia and is open from 8:00am – 4:30 pm Monday through Thursday, closing at 12:00n on Fridays. The Post Office, located in the Campus Center is open from 10:00am - 4:00 pm Monday through Thursday, and closing at 12:00n on Fridays. The Convenience Store (Sunny Buck's) is open on a 'by group' basis and carries snack foods, beverages and personal care items.

**Candles and Incense**

Devices using an open flame such as candles, camping stoves, grills, fondue pots, incense and gas lanterns are not permitted in or around the residence halls.

**Checking Out**

Please check your room for personal belongings, close the windows, turn off the lights, lock your door, and turn in your room key to your Summer Conference Assistant. There is a \$25 charge for keys not returned. Conference groups will be responsible for any loss or damage of property. Checkout times are scheduled in advance in cooperation with WVWC Summer Conference Staff, as well as walk-throughs with the Housing Office.

**Discrimination and Harassment**

WVWC values a community that is free of discrimination and harassment. The College will endeavor to prevent conduct that impedes free academic interaction and opportunities. An environment of intimidation, hostility, and aggressiveness will not be tolerated. Conference guests are encouraged to report any incident of discrimination or harassment.

**Electrical Outlets**

Extension cords are not permitted in residence halls. Either plug the appliance directly into the wall or use a UL surge protector.

**Firearms and Fireworks**

Firearms and other weapons are not permitted on campus. If you have a weapon in your possession, a security officer must check it into the locked security closet. Failure to do so will result in being asked to leave campus immediately. Fireworks and all explosive devices are not permitted on campus. Possession or use will result in fines and/or a request to leave the campus.

**Food Service** Aladdin Food Management Systems is the current provider of our food service. They serve three meals a day (cafeteria style) at meals times based on conference groups daily schedules. Aladdin also provides catered banquets, picnics, evening snacks, etc... based on your requests and needs. Aladdin has the exclusive rights to all food on campus, thus bringing of your own food is prohibited. Ordering from local delivery restaurants for late night snacks in the residence halls is permitted.

**Housekeeping**

Custodial staff in each building will clean public areas daily. Daily room cleaning service is not available. If you have a repair or maintenance request, please contact your Summer Conference Assistant as soon as possible.

Individual trashcans are not issued for rooms. Please respect WVWC College property by disposing of your trash in proper containers.

**Internet Access**

WVWC is wireless! If you need internet access while on campus in your residence hall room or meeting room, please request access through your conference assistant.

**Room Security & Keys**

All guests will receive a room key upon check-in. Please keep your room locked and your key with you at all times. Rollins College assumes no responsibility for loss or damage of personal property. There is a \$25 charge for lost keys (due to lock change). If a key is lost please report to your Summer Conference Assistant.

The main exterior doors of your residence halls are unlocked each day during the hours requested by the group. Each room is individually locked, if you find yourself locked out of your room; please call your summer conference assistant or campus security at 304-473-8011.

**Kitchenettes**

Some residence halls have small kitchenettes. Guests are welcome store items in the refrigerator at their own risk. Other appliances may be used. Guests are responsible for kitchen cleanup, fines will be assessed if area is not maintained. Remember to turn off appliances after use!

**Laundry**

Residence hall laundry machines are coin-operated. Pricing (subject to change) is \$1.25 to wash and \$1.25 to dry.

## **Liability Insurance**

Each group must provide a copy of the group's liability insurance in the amount of \$1,000,000,000.00 when returning a signed contract.

## **Mail and Messages**

Everyone loves getting letters from home! How should mail be addressed? Guest Name – Conference Group \*\* c/o Office of Summer Conferences, WVWC, 59 College Avenue, Buckhannon, WV 26201.

\*\*All mail can be picked up at the information desk on the first floor of the Campus Center.

Emergency messages should be directed to Campus Security (304-473-8011)

## **Public Areas**

Lounges are located in each residence hall. Your group is welcome to use areas in your assigned hall. Please respect the rights of other guests. If the room is reserved for an event, signage will be posted. Abuse of lounges will result in loss of privileges.

## **Room Furniture and Changes**

You are responsible for maintaining all room furnishing in check-in condition and all furniture must remain within the room. If furniture is rearranged, fines will be assessed. Please discuss any changes with the Conference Staff.

## **Rosters and Floor Plans**

Rosters and Floor Plans will be provided to each group's leader upon completion of a contract to use West Virginia Wesleyan's facilities. Completed rosters are due two weeks prior to the group's arrival.

## **Smoking**

WVWC policies dictate that there is NO smoking in any facility on campus, including the residence halls. Smokers must go outdoors to smoke. Please dispose of all smoking debris in proper containers. Please do not smoke near or around the entrances of any buildings.

## **Swimming Pool and Athletic Facilities**

It is the responsibility of each conference group leader to request specific swimming pool and athletic facility times. A limited amount athletic equipment is available.

## **Threats or Violence, Verbal or Written**

The College will not tolerate threats of physical harm, bomb threats, and/or any violent acts. Such incidents will result in notification of law enforcement agencies. Violators will be required to leave the campus.

## **Trash and Recycling**

WVWC has a strong commitment to recycling. Please separate your trash and place it in the appropriate containers. Trash and recycling containers are located in the residence hallways.

**Wall Hangings**

Painter tape (blue tape) and white putty (available in most office supply stores) are the only approved means to hang items on the walls. Fines will be assessed if walls are damaged from unauthorized wall hanging materials. Fire code restricts the hanging of posters, etc in residential hallways.

**Telephone Instructions**

Courtesy phones are located at each residence hall desk. Residential rooms are equipped with active phone lines but telephones are not included. We suggest that Conference Guests use personal cell phones while staying on campus. If a guest does not have a cell phone, the guest may bring a standard telephone to plug into the phone line. (NOTE: a limited number of telephones are available for KEY leaders in each group. Ask the conference assistant for one) To reach an on-campus number from a campus phone, dial the last four digits of the phone number. To dial an off-campus local number, dial 9 and the phone number. Direct long-distance calling is not available.

**West Virginia Wesleyan College Information**

Information about WVWC and Applications are available in the Admissions Office. Please call 304-473-8510 or 1-800-722-9933. If you would like to make an appointment with an Admission Counselor or set up a tour while you are here, please visit our website at <http://www.wvwc.edu>