2016

Summer Camps and Conferences

Information Packet
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Welcome to Wichita State

Thanks for considering Wichita State University (WSU) for your summer camp or conference. Whether you need a destination for an entire event or just a place to eat and sleep, you will find it all at WSU: guest rooms, dining, catering, sports and recreation, conference facilities, presentation equipment—everything your group needs to conduct a successful event.

Residence Hall Services

Housing and Residence Life (HRL) is proud to offer Shocker Hall to summer guests. Shocker Hall is a new, state of the art residence hall that opened in August of 2015 in the heart of main campus. Shocker Hall offers fully furnished rooms with an extra-long twin bed, desk, dresser, and closet for each guest. Shocker Hall has a total capacity of around 780 in over four different rooms styles including traditional shared-suites and private-suites with up to four bedrooms. The dining hall is located in Shocker Hall as well as a kitchen, laundry and lounge area on each floor.

The Fairmount Towers are located at 21st and Hillside, just across from the main campus. Fairmount Towers features suite-style rooms. Most rooms in Fairmount Towers halls are furnished with two single beds, a sink/vanity, two generous closets, two desks, and two dresser units with ample drawer space. Some rooms are designated singles and have only one bed, desk and dresser.

Guests’ mail and packages are held at the information desk for pick up. Mail sent to guests at WSU may be addressed to:

<table>
<thead>
<tr>
<th>Name of guest</th>
<th>Name of guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of conference</td>
<td>Name of conference</td>
</tr>
<tr>
<td><strong>Shocker Hall</strong></td>
<td><strong>Fairmount Towers</strong></td>
</tr>
<tr>
<td>2020 N. Perimeter Rd</td>
<td>2221 N. Hillside</td>
</tr>
<tr>
<td>Wichita, KS 67208</td>
<td>Wichita, KS 67219</td>
</tr>
</tbody>
</table>
**Other Campus Services**

**Meetings**
The WSU campus offers a variety of assembly halls, banquet rooms, auditoriums, classrooms, and lecture halls, ranging from 12 to 800 in seating capacity. Some facilities offer projection and sound booths. For reservations and price information, call the Rhatigan Student Center Reservations office at (316) 978-3475.

Your group can rent laptops and data projectors, television, VCRs, DVD players, and public address systems. For reservations and price information, call the Media Resource Center at (316) 978-3588.

**Recreation**
The Heskett Center recreation complex offers an indoor swimming pool, a martial arts area, tennis courts, racquetball courts, weight rooms, dance studios, an archery range, and a gymnasium for basketball, volleyball, and gymnastics. For reservations and price information, call the Heskett Center at (316) 978-3082.

Need more information on specific departments? Check the numbers listed at the back of this information packet.

**2016 Conference Dates and Times**

Conference services are available beginning, Monday May 23, 2016. The last night of conference service is Friday, July 22, 2016 with check-out before 10 a.m. on Saturday July 23, 2016.

Check in for conferences begin at 2 p.m.
Check out for conferences ends at 10 a.m.

Times for check-in and check-out 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

Housing and Residence Life (HRL) will invoice for the full amount for the conference/camp. Each group/camp is responsible for taking individual reservations and collecting payment from all group members.

Room Rates per person per night:

<table>
<thead>
<tr>
<th>2016 Shocker Hall</th>
<th>NO Linen package</th>
<th>With linen package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared suites with double occupancy</td>
<td>$30</td>
<td>$36</td>
</tr>
<tr>
<td>Private suites (up to 4 private bedrooms)</td>
<td>$35</td>
<td>$41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2016 Fairmount Towers</th>
<th>NO Linen package</th>
<th>With linen package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double occupancy</td>
<td>$20</td>
<td>$26</td>
</tr>
<tr>
<td>Single occupancy</td>
<td>$25</td>
<td>$31</td>
</tr>
</tbody>
</table>

Linen package options:

Without linens:
If you choose this option, please inform members of your group that they will be individually responsible for providing all linens and pillows.

With linen package:
Linen package includes pillow, pillowcase, two sheets, blanket, hand towel, bath towel, washcloth, and a bar of soap. Beds are not made, and linen exchange is available at the information desk for guests staying a week or more.

Food Service Options

Optional food service is provided by Sodexo for the dining hall and catering events. WSU camps can arrange standard daily meal service through Sodexo by contacting Jerry Comstock at Jerry.Comstock@Sodexo.com (316) 978-7569. Please indicate on your program reservation form if you plan on arranging meals so that we may know which meals your camp/conference plans to attend. Sodexo will need a guaranteed meal service count 10 days prior to the start of your conference. Please note that, after this date, you will be billed for the guaranteed number, despite cancellations. Sodexo will bill groups separately for their food services. Listed below are the food service rates and cafeteria hours:

Dining Hall Cash Rates: (price at the door – before tax)

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.15</td>
</tr>
<tr>
<td>Lunch</td>
<td>$7.45</td>
</tr>
<tr>
<td>Dinner</td>
<td>$7.95</td>
</tr>
</tbody>
</table>

Group rates are available for summer guests. Contact Sodexo – Jerry.Comstock@Sodexo.com

Revised January 2016
Shocker Dining Hall Summer Hours *(Subject to change)*

<table>
<thead>
<tr>
<th></th>
<th>Monday through Friday</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 a.m. – 9:00 a.m.</td>
<td>Brunch</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m. – 1:30 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m. – 7:00 p.m.</td>
<td>5:00 p.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

Please remember 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
- Provide for additional charges. Charges may be assessed to the sponsor/sponsoring agency for damages, lost keys or access cards, and other missing or damaged items.
  Charges for *lost or unreturned keys* and access cards are **$25 each.**
  Damage and lost key charges will be billed to the sponsor/sponsoring agency.

Housing and Residence Life will invoice your organization/department for all housing services provided on your behalf, with payment due within 30 days within the date of the invoice. Failure to pay within 30 days may result in late charges assessed in accordance with the Prompt Payment Act.

Credit Card Payments may be made via the Wichita State University Online Mall:
[www.wichita.edu/temphousing](http://www.wichita.edu/temphousing) (or you may Google “Wichita State University Mall” and select the option “Housing and Residence Life”)

At checkout you may use the ‘credit card’ option to pay immediately, or for those who need a PO option for your company, select the ‘invoice me’. The PO option may also be invoiced through Shirley.Lewis@wichita.edu Payment is expected before or upon arrival unless other arrangements have been made.

A final list of participants is due ten (10) days prior to the check-in date of your event. Failure to provide this list may result in HRL cancelling your reservation. All charges will be based on the list provided. A minimum $50.00 charge per person for any cancellations/no shows within the 10 day period will be billed. Additional rooms requested will be accommodated if space is available and will be charged to the group/conference 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 provide is accurate.
Sponsor's Responsibilities

Emergency Awareness
We will also look to your leadership and your staff, should any emergency situation arise. Medical emergencies should be referred to local hospitals. Call 911 from a campus phone, (316) 978-3450 from a cell phone, or ask members of the Housing staff or the University Police Department for assistance. Calls made to 911 from a cell phone will be routed to the Wichita City Police.

Health information and emergency medical information will not be obtained by WSU’s HRL Office. The sponsor is responsible for obtaining and managing this information for their group and distributing it to their staff members as necessary.

Security Awareness
The main entrances to residential areas will always be locked. Guests will be given an outside door key card in addition to the room key card. Emergency entrances are locked and alarmed, so please instruct members of your group to use the emergency doors only in case of emergency.

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 or open doors for anyone they do not know.
The front desk at Shocker Hall will have a staff member present 24 hours a day. Guest Supervision
Sponsor is responsible for supervision of participants from arrival through departure. Sponsor will provide one adult chaperone for every 20 youth to live in the residence hall and to supervise the behavior of participants. Sponsor will provide an adult supervisor for each floor of adult participants. Chaperones residing in the facilities will be charged the same rate for services as program participants. Sponsor must insure that participants adhere to all residence hall and University policies and fully cooperate with all HRL staff members.

During your stay there will always be a HRL staff member to which you may direct your questions. During business hours, 8 a.m. to 5 p.m. Monday through Friday, please contact the HRL Office at (316) 978-3693 for assistance. When the HRL Office is closed please contact the Resident Assistant on Duty – Fairmount Towers RA (316) 210-5912 or Shocker Hall RA (316) 210-4773

Responsible Publicity
Hanging signs in the building must be approved by an HRL staff member prior to hanging. All signs must use “painters tape” for adhesive. Any damage to the walls as a result of inappropriately hanging signs will be charged to the conference group.

Service Animal Policy
Service Animals are permitted in the residence halls and dining facilities as allowed by law with prior notifications. All service animal notifications must be presented in writing to the Residence Life Coordinator one week prior to check-in date. Any animal not in compliance with the ADA laws and guidelines will not be permitted on HRL property.

Revised January 2016
**Room Assignments**

You can make room assignments or the HRL staff can do it for you. We will need your final participant list ten (10) days before the start of your camp/conference, preferably in an electronic Microsoft Excel format. All lists should be emailed to housing.wsu@wichita.edu

Please submit your list in the format of the examples provided:

<table>
<thead>
<tr>
<th>(Name of your Camp / Conference)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Females</strong></td>
</tr>
<tr>
<td><strong>Guests</strong></td>
</tr>
<tr>
<td>*Adamer, Jonna</td>
</tr>
<tr>
<td>Bower, Lindsey</td>
</tr>
<tr>
<td>Crawl, Liz</td>
</tr>
<tr>
<td>*Dela, Gergeanne</td>
</tr>
<tr>
<td><strong>Counselors</strong></td>
</tr>
<tr>
<td>Abman, Kelly</td>
</tr>
<tr>
<td>Berd, Lucy</td>
</tr>
<tr>
<td>Dert, Bertina</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Name of your Camp / Conference)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Males</strong></td>
</tr>
<tr>
<td><strong>Guests</strong></td>
</tr>
<tr>
<td>*Adams, John</td>
</tr>
<tr>
<td>Browman, Fred</td>
</tr>
<tr>
<td>Crede, Joe</td>
</tr>
<tr>
<td>*Dela, George</td>
</tr>
<tr>
<td><strong>Counselors</strong></td>
</tr>
<tr>
<td>Aberman, Ken</td>
</tr>
<tr>
<td>Berd, John</td>
</tr>
<tr>
<td>Dert, Bert</td>
</tr>
</tbody>
</table>

* Note: Please list each guest under the left name column. If they have a desired roommate, please also list that name under the desired roommate column. Leave the space blank, if the individual does not have a desired roommate (some names will appear twice.) For guests who want a single/private bedroom, please indicate this in the desired roommate column.
Policies

- HRL facilities are completely smoke-free. Smoking is prohibited in all rooms and public areas of the University 10 feet from the door.
- HRL facilities are alcohol-free facilities. Conference guests, even those of legal drinking age, may not consume alcohol on HRL 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 where members of their own group are being housed; violation may result in immediate dismissal from the residence halls.
- Recreational activities are not permitted inside residence halls. Guests are welcome to use the game room and outdoor facilities.
- Guests may check out recreation equipment from the information desk, but must have picture ID to secure the equipment.
- Tampering with or misusing fire alarms, smoke detectors, fire equipment, elevators, 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 WSU campus including HRL property.
- Pets are prohibited in or around HRL property. All service/assistance animals must be registered with HRL Office. Animals not registered will be turned over to Kansas Humane Society or other appropriate organization.
- Guests may not move furniture, remove screens from windows, or remove other University furniture/property from its designated location.
- Electronic productions with the FBI warning against public viewing may not be shown in public areas of the residence halls. This includes floor lounges.
- Cooking appliances are prohibited except for coffee pots and popcorn poppers with self-contained heating units.
- Solicitation in and around HRL property is prohibited. Please report any violations to a member of the staff immediately.
- Verbal or physical abuse, 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 HRL and University staff members.
Contact Information

Housing Reservations and Assignments
LeaAnn Walker
Assistant Director of Housing and Residence Life, (316) 978-3693, LeaAnn.Walker@wichita.edu

Housing Services
Rebecca Snow
Shocker Hall Residence Life Coordinator, Rebecca.Snow@wichita.edu

Al Nizar
Fairmount Towers Residence Life Coordinator, Al.Nizar@wichita.edu

Billing Information
Shirley Lewis
Finance Manager, (316) 978-6734, Shirley.Lewis@wichita.edu

Heskett Center Information
Business Office - (316) 978-5280

For Campus Meeting Room Reservations
Events Management Services, (316) 978-3475

For Audiovisual Equipment Reservation
Media Resources Center, (316) 978-3575

For Emergencies (24-Hour Telephone Line)
University Police Department, (316) 978-3450 / Campus Landline – 911,
* 911 from a cell phone will connect to Wichita City Police

Resident Assistant (RA) on Duty
Fairmount Towers RA, (316) 210-5912
Shocker Hall RA, (316) 210-4773