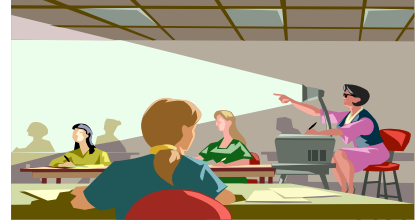


GUIDELINES FOR TU DEPARTMENTS RESERVING SUMMER PROGRAM SPACE AT THE UNIVERSITY OF TULSA

Enrolled Students for Credit – Contact Housing & Dining Services (x2516), Twin Towers Hall

- For participants who are receiving credit for coursework or research hours at The University of Tulsa.
- Obtain Student ID's and Campus Parking Stickers from the Parking & ID Office in Twin Towers.
- In April or May, complete a **Housing Agreement** located in Twin Towers for each resident (a contract deposit is required).
- Participants live in the designated "Summer School" residence hall during the term.
- There are no housing options available prior to or following the Summer School term.
- The Sponsoring Department can purchase Hurricane Gold accounts through the Housing & Dining Department to allow participants on-campus dining options.



Summer Conferences/Camps – Contact LeeAnna Lamb (x5059), leeanna-lamb@utulsa.edu; 2nd Floor Allen Chapman Activity Center



- TU programs for **non-enrolled participants**; youth or adult; commuter or residential.
- Obtain anticipated housing and meal plan rates, and pre-arrange use of housing, academic and recreational space, as well as meal plan and/or catering needs.
- Sign and return the "**Summer Conference Agreement & Appendix A**" which outlines the arrangements and policies.
- Communicate the Campus Parking Policies to guests.
- Use of some campus recreational facilities, libraries and computer labs must be pre-arranged through the "Summer Conference Agreement". The Collins Fitness Center and Case Tennis Center are not available for guests use.
- All summer conference/camp guests must carry the issued "Conference Guest ID Card".
- Provide a roster of all participants which includes emergency contact information.
- You will be given a "Youth Risk Management and Release" packet to copy, distribute, collect and store for immediate access in the event of an accident or emergency.
- **Residential** participants live in the "Summer Conference" halls or sorority houses during the period of **May 27 – July 20, 2008**. Residential meals plans are to be pre-arranged*.
- Residential programs require a live-in staff member, paid by the sponsoring department, for oversight and on-site assistance. These individuals must also be with the groups at meals.
- **Commuter** programs slated any time during **May 27 – August 15, 2008** are also pre-arranged through LeeAnna Lamb. Commuter Meal Plans are to be pre-arranged.*
- **The University requires that all* on-campus meals and snacks exceeding \$100 in value be provided either through the pre-arranged meal plans or through TU's Catering Services.** Refer to their web-site at www.utulsa.edu/catering for ideas about refreshment breaks, receptions, luncheons, etc. Contact Leisa Taylor at x2145 to place orders.
- * During "low occupancy" meal periods, alternative options will be made available.